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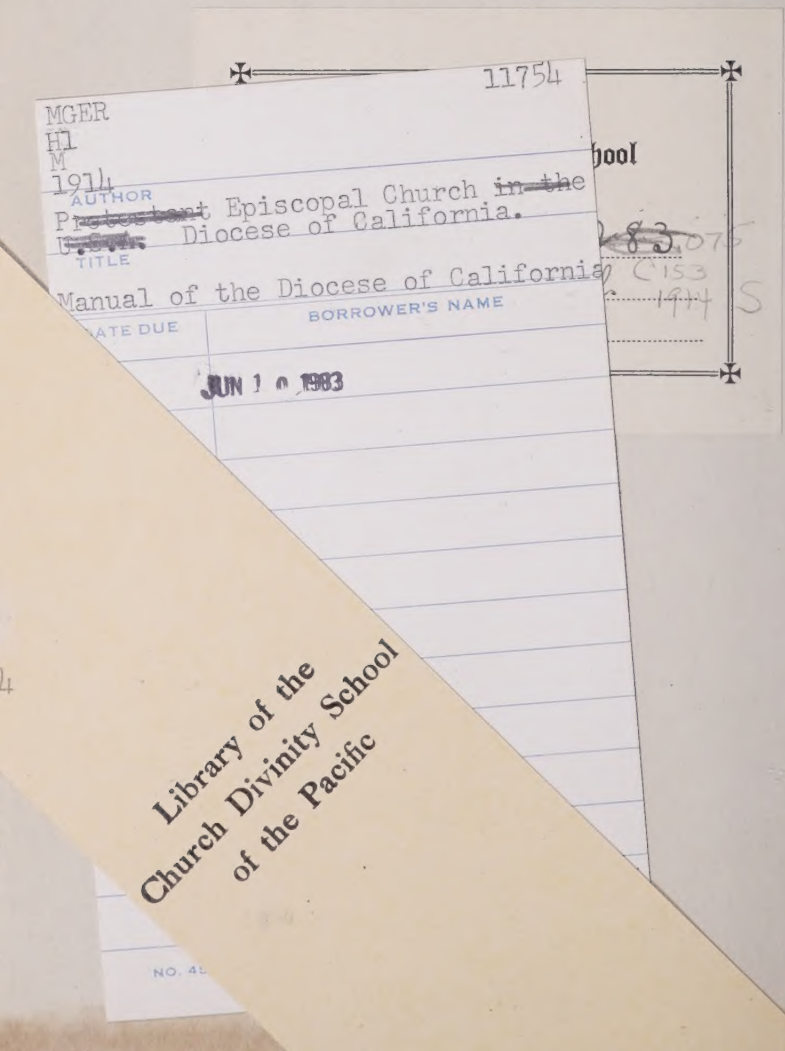
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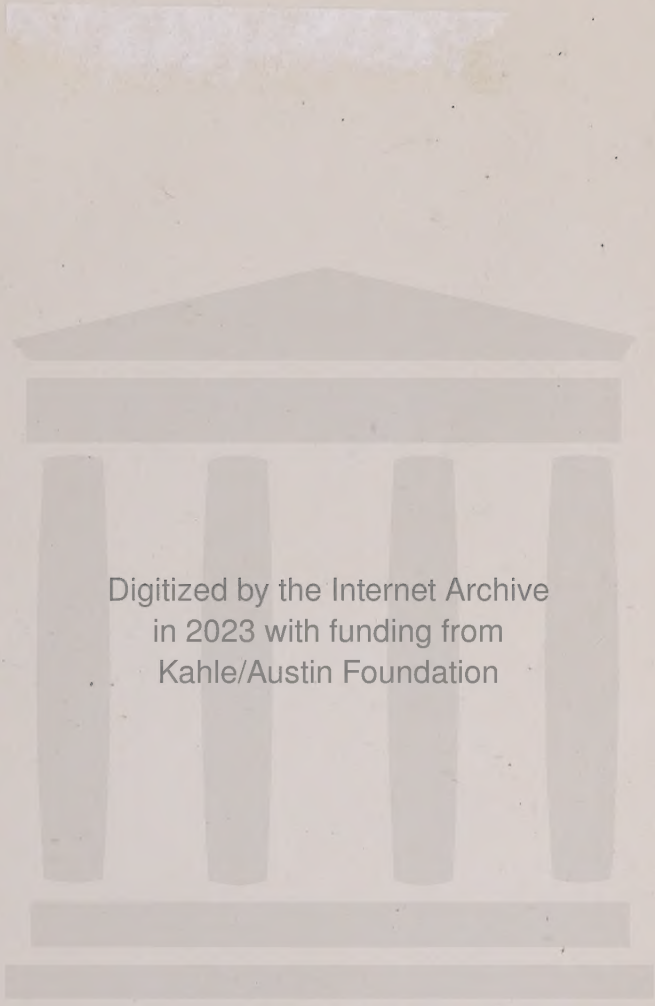
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MANUAL

OF THE

DIOCESE OF CALIFORNIA

CONTAINING THE

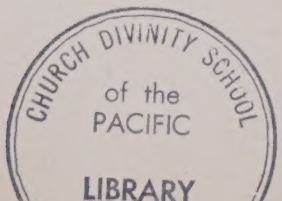
CONSTITUTION AND CANONS OF THE DIOCESE

TOGETHER WITH

SUNDRY DOCUMENTS FORMS OF BEQUESTS AND OTHER FORMS

PRINTED UNDER ORDER OF THE CONVENTION OF THE DIOCESE MADE ON THE TWENTY-EIGHTH DAY OF JANUARY, A. D. 1914

PRINTED FOR THE CONVENTION
1914



CERTIFICATE

Of Approval by the Bishop.

In accordance with the provisions of paragraph second of the Resolution passed by the Sixty-Fourth Annual Convention of this Diocese, on the printing and publication of the Constitution and Canons, I hereby certify my approval of the following method of arranging the Constitution and Canons, as provided in said Resolution, and also of the index and forms supplied in such arrangement.

William Ford Nichols
Bishop of California

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RESOLUTION

Ordering the Printing of the Constitution and Canons,

Passed by the Sixty-Fourth Annual Convention of the Diocese of California, on the twenty-eighth day of January, A. D. 1914.

Resolved, That the Constitution and Canons, as they shall stand at the adjournment of this the Sixty-Fourth Annual Convention, be printed under the supervision of a Committee of three members of the Convention, to be appointed by the Bishop and to proceed in the following manner:

(1) The said Committee shall re-arrange, re-classify, re-number, and re-entitle the several Canons, and the sections and subdivisions of the Constitution and Canons, wherever the same may be desirable, and provide an index thereto; and in so doing they shall correct the number by which any Canon, section, or subdivision is now referred to in the text; provided, however, that they shall make no change whatever in the text or original words of the body of the Constitution or of any of said Canons.

(2) The entire work of said Committee shall be subject to the approval of the Bishop, who shall certify under his hand his approval thereof.

(3) When the arrangement of said Constitution and Canons is so approved, they shall be printed, and as printed shall be examined and compared by the said Committee and the Secretary of this Convention and the Bishop, for the purpose of determining whether they constitute a copy of the Constitution and Canons of the Protestant Episcopal Church in the Diocese of California, and the whole thereof, as they stood at the adjournment of this, the Sixty-Fourth Convention, and if so found, the Bishop, the Committee, and the Secretary of the Con-

vention shall certify thereto under their hands upon twelve of such printed copies.

(4) Four hundred copies of the Constitution and Canons with the index and certificates as herein required shall be printed and bound with copies of the Articles of Incorporation and the By-Laws of the Corporation of the Diocese, in books to bear the title, "Manual of the Diocese of California, 1914," or such other title as the Bishop may think suitable.

And further:

Resolved, That each of the printed copies so authorized shall be *prima facie* evidence of the Constitution and Canons of the Protestant Episcopal Church of the Diocese of California, as they shall stand at the adjournment of this, the Sixty-Fourth Convention, and of the formal and lawful adoption of the same.

And further:

That the Constitution and Canons, as so printed, exclusive of the Index, be bound with the Journal of this Convention as a supplement thereto.

CONSTITUTION

OF THE

DIOCESE OF CALIFORNIA

ARTICLE I.

The Title and Territory of the Diocese.

SECTION 1. This Diocese shall be known as the Diocese of California. **Title.**

SEC. 2. The territory of the Diocese of California shall include that portion of the State of California consisting of the City and County of San Francisco and the Counties of Marin, Contra Costa, Alameda, Santa Clara, San Mateo, Santa Cruz, San Benito, Monterey, and San Luis Obispo. **Territory.**

ARTICLE II.

Acceding to the Constitution of the General Convention.

SEC. 4. The Church in the Diocese of California accedes to the Constitution of that branch of the Holy Catholic Church known as the Protestant Episcopal Church in the United States of America, and recognizes the authority of the General Convention of the same. **Authority of General Convention.**

ARTICLE III.

The Authority of the Diocese.

SEC. 6. The authority of this Diocese is vested in and exercised by its Bishop (and Bishop Coadjutor, if there be one), its Conventions, annual and special, and its Standing Committee, acting under and in subordination **Authority of Diocese, where vested.**

to the Protestant Episcopal Church in the United States of America, its General Convention, Constitution, Canons and Regulations.

ARTICLE IV.

The Bishop.

Ecclesiastical Authority.

SEC. 9. The Bishop is the Ecclesiastical Authority of this Diocese.

Chief Pastor.

SEC. 10. The Bishop is the Chief Pastor thereof, and can officiate in the offices of the Church within any Mission or Parish, or elsewhere in this Diocese.

Ordinary.

SEC. 11. The Bishop is the Ordinary of all religious or benevolent organizations of the Church within this Diocese, and as such may attend and preside at any of their meetings, and has appellate jurisdiction over their proceedings.

Appellate Jurisdiction.

Pastoral Letters to be read in the churches.

SEC. 12. Whenever the Bishop shall issue a Pastoral Letter it shall be the duty of every Minister in charge of a congregation, on the Sunday succeeding its receipt, to read said letter to his congregation at morning or evening prayer.

Controversies to be decided by.

SEC. 13. All controversies between the Rectors of two or more Parishes; or between a Parish or its Vestry and its Rector; or between persons adversely claiming to be Vestrymen of a Parish, shall be referred to the Ecclesiastical Authority for determination.

ARTICLE V.

Annual and Special Diocesan Convention.

Time and place.

SEC. 16. The Church in this Diocese shall assemble in Convention on the fourth Tuesday in January of every year, at such place as the previous Convention shall appoint.

SEC. 17. The Bishop shall have power to call a Special Convention; and if he be incapable of acting, or the Episcopate be vacant, the Special Convention shall be called by the Standing Committee. The time, place and purpose of a Special Convention shall be designated by the Ecclesiastical Authority calling it, and no business other than that stated in the call shall be transacted, except by unanimous consent. **Special, how called.** **Business limited.**

SEC. 18. Thirty days' notice shall be given of the meeting of every Annual or Special Convention by the Secretary of the Convention, or in case of a vacancy in this office, by the Secretary of the Standing Committee. The mode of notice shall be a circular, addressed to every Clergyman and every Parish and Mission of this Diocese. **Notice; term and method of.**

SEC. 19. For satisfactory reasons, the Ecclesiastical Authority may change the time and place of Convention, in accordance with the foregoing section of this Article. **Time and place changeable.**

ARTICLE VI.

Composition of the Diocesan Convention.

SEC. 22. The Convention shall be composed of Clergymen and Laymen. **Clerical and Lay.**

SEC. 23. The Bishop, and the Bishop Coadjutor, if there be one, shall have a seat and a vote in the Convention. **Bishop and Coadjutor.**

SEC. 24. (1) Every Clergyman of whatever order, who is and has been actually and personally, as well as canonically, resident within the Diocese and continually performing the duties of his office for the period of six calendar months next before the meeting of the Convention, and who is and has been for the same period either— **Clerical members.**

(*a*) Regularly and continuously engaged in the general work of the Diocese of the Church, or

(*b*) Regularly settled and officiating in a Parish or Congregation within the Diocese, or

(*c*) Regularly acting under the Ecclesiastical authority of the Diocese as a Missionary therein, or

(*d*) Regularly acting with the consent and under the supervision of the Ecclesiastical authority as the Chaplain or religious instructor of a public institution in the Diocese, or stationed and officiating

(*e*) As Chaplain of the Army or Navy of the United States at a station within the Diocese, or

(*f*) Acting as President, Professor, Instructor or Chaplain in a college, academy or seminary of learning in the Diocese, constituted by or under the supervision of the Ecclesiastical authority of the Diocese, and every Clergyman who, while acting within the Diocese in any of the capacities before mentioned became incapacitated by reason of advanced age or bodily infirmity, shall have the right to sit, debate and vote in the Convention.

Not entitled to vote.

(2) No Clergyman, other than those above described, and no Clergyman under Ecclesiastical discipline shall have the right to vote in the Convention.

Temporary absence.

(3) Provided, however, that no Clergyman otherwise entitled to a vote in the Convention shall by reason of temporary absence during said six months, with the permission of the Ecclesiastical authority of the Diocese, be deprived of such right.

Entitled to seat and debate.

(4) Every Clergyman who is canonically and actually resident in the Diocese and not under Ecclesiastical discipline shall be entitled to sit and debate in the Convention; *provided,* he has been canonically resident within this Diocese for the space of six calendar months next before the meeting of the Convention.

Lay members shall be males.

SEC. 25. The Lay Members shall be males, and shall consist of Delegates, not exceeding five, from each Parish and Mission in union with the Convention. The Lay

Delegates from each Parish shall be chosen by the Vestry thereof, and the Lay Delegates from each Mission shall be chosen by the members thereof, provided that no person shall be competent to serve as a Lay Delegate unless he has been a qualified voter of the Parish or Mission he represents during the six calendar months next before his election. Provision shall be made by Canon for a House of Churchwomen to meet in the same week with the Convention, with power, subject at all times to the Constitution and Canons of the Diocese, to legislate for the conduct of woman's work in the Church and to act in a consultative capacity upon such other matters as the Convention may from time to time submit to it for its opinion.

How chosen.

Qualifications.

House of Churchwomen.

SEC. 26. No person under ecclesiastical censure or process shall be allowed a seat in the Convention or in the House of Churchwomen.

Persons excluded.

ARTICLE VII.

Opening of the Diocesan Convention.

SEC. 29. Every Convention shall be opened with the celebration of the Holy Communion and a sermon. The Bishop shall appoint the Celebrant and the Preacher, unless the Bishop shall himself elect to officiate or preach, or deliver a charge. In case of the incapability or absence of the Bishop, or of a vacancy in the Episcopate, the Celebrant and the Preacher shall be appointed by the Standing Committee.

Holy Communion, Sermon.

Celebrant and Preacher, who and how appointed.

ARTICLE VIII.

President of the Diocesan Convention.

SEC. 32. The Bishop of this Diocese is *ex officio* President of the Convention. In the absence of the Bishop, the Bishop Coadjutor, if there be one, shall preside. In case the Bishop, and the Bishop Coadjutor, if

Bishop President ex officio.

Pro tempore President.

there be one, shall be absent or incapable of acting, a President *pro tempore* shall be elected from among the Presbyters of the Convention.

ARTICLE IX.

Secretary of the Diocesan Convention.

Election of.

SEC. 35. At each Annual Convention a Secretary shall be elected from among the Clerical Members thereof, who shall continue in office until a successor be appointed.

Duties.

The duties of the Secretary shall be those prescribed in Section 18 of this Constitution, and in the Canons of this Diocese, together with such other duties as may devolve upon him by resolution of the Convention.

Assistant.

SEC. 36. The Secretary shall appoint an Assistant Secretary from among the members of the Convention.

Secretary pro tempore.

SEC. 37. In the absence of the Secretary his duties shall devolve upon the Assistant Secretary, if there be one; if not, upon the Secretary of the Standing Committee.

ARTICLE X.

Treasurer of the Diocese.

Treasurer of Corporation ex officio.

SEC. 41. The Treasurer of the Corporation known as "The Protestant Episcopal Church in the Diocese of California" shall be *ex officio* "Treasurer of the Diocese."

Duties.

SEC. 42. The duties of the Treasurer of the Diocese shall be those prescribed by the Canons of this Diocese, together with such as may devolve upon him by resolution of the Convention.

Member of Convention.

SEC. 43. When not a delegate to the Convention, the Treasurer shall be entitled, *ex officio,* to all the rights and privileges of membership, except that of a vote.

ARTICLE XI.

Registrar of the Diocese.

SEC. 46. At each Annual Convention a Registrar shall be elected from among the Presbyters thereof, who shall continue in office until a successor be appointed. The duties of the Registrar shall be those prescribed by the Canons of this Diocese, together with such other duties as may devolve upon him by resolution of the Convention.

Election of.

Duties.

ARTICLE XII.

Chancellor of the Diocese.

SEC. 49. At each Annual Convention the Bishop shall appoint a layman, a communicant of the Church, who shall be known as the "Chancellor of the Diocese," and shall be the adviser of the Bishop in all legal affairs.

Adviser of the Bishop.

ARTICLE XIII.

Standing Committee of the Diocese.

SEC. 52. At each Annual Convention there shall be elected by the concurrent votes of both orders, Clerical and Lay, a Standing Committee, to consist of four Presbyters and four Laymen, who shall continue in office until their successors are appointed.

Election.

Clerical and Lay Members.

SEC. 53. In the absence or incapability of the Bishop, and of the Bishop Coadjutor, if there be one, or if the Episcopate become vacant, the Standing Committee shall be the Ecclesiastical Authority of this Diocese.

When the Ecclesiastical Authority.

SEC. 54. The Clerical Members of the Standing Committee must be qualified members of the Convention, and the Lay Members of the Committee must be communicants of the Church in this Diocese.

Qualification of Members.

SEC. 55. The powers, functions and duties of the Standing Committee shall be those prescribed by the

Powers, functions, and duties.

Canons of the General Convention of the Protestant Episcopal Church in the United States of America, and by the Canons of this Diocese.

ARTICLE XIV.

Deputies to the General Convention.

Election.

SEC. 58. At the Annual Convention next preceding the triennial session of the General Convention there shall be elected by the concurrent votes of both orders, Clerical and Lay, four Clerical and four Lay Deputies, who shall represent this Diocese in the said General Convention, and who shall continue in office until their successors are appointed. The Clerical Deputies shall be Presbyters canonically connected with this Diocese, and the Lay Deputies shall be resident communicants of some Parish or Mission within its limits, in union with the Convention or recognized by the Ecclesiastical Authority.

Number.

Qualification.

Alternates, how chosen.

SEC. 59. At the same Convention there shall be chosen, in the same manner and with the same qualifications as prescribed in Section 58 of this Article, four Clergymen and four Laymen who shall serve as Alternate Deputies.

Alternates, when to serve.

SEC. 60. The Ecclesiastical Authority shall designate one or more of the Alternate Deputies, as the case may require, to fill any vacancy or vacancies which may in any way occur in the representation of this Diocese.

ARTICLE XV.

Mode of Election Generally.

Elections to be by ballot.

SEC. 63. The mode of election of all officers provided for in this Constitution, save the Chancellor of the Diocese, shall be by ballot.

ARTICLE XVI.

Transaction of Business in the Diocesan Convention.

The orders to deliberate as one body.

How each order shall vote.

Voting jointly a majority decisive.

Vote by orders, how demanded.

SEC. 66. In all matters which shall come before the Convention the Clergy and the Laity shall deliberate in one body; and in voting by orders the Clergy shall vote as individuals, and the Laity by Parishes and Missions, the delegation from each Parish or Mission being entitled to one vote and no more; and when voting jointly a majority of the votes of the members present shall be decisive, except as otherwise specified in this Constitution; *provided,* that in any case when it shall be demanded by five votes (Clerical or Lay, or both), the two orders shall vote separately, and their concurrence shall be necessary to constitute a decision.

ARTICLE XVII.

Admission of Parishes and Missions.

Mode and terms of admission of a Parish into union with Convention.

SEC. 69. A Parish may be admitted into union with the Convention on motion by a majority of votes; *provided,* it shall have presented to the Convention a certificate from the Bishop of this Diocese, or, if there be no Bishop, from the Standing Committee, stating that he or they approve of the organization of such Parish; also, a Constitution subscribed by the Wardens, in which such Parish expressly accedes to the Constitution, Canons, doctrine, discipline and worship of the Protestant Episcopal Church in the United States of America, and to the Constitution and Canons of the Church in the Diocese of California; also, satisfactory evidence that it is regularly organized, with not less than five Vestrymen nor more than eleven, of whom two shall be Wardens; also, that the Parish is able to support a Rector without missionary aid; also, that if the Parish be, or shall ever be, incorporated, the Rector is, or shall be made, *ex officio*

the President of the Board of Trustees and a member of the same.

A Mission, how admitted into union.

SEC. 70. A Mission may be admitted into union with the Convention, on motion, by a majority of votes; *provided*, it shall have presented to the Convention a certificate from the Bishop of this Diocese, or if there be no Bishop, from the Standing Committee, stating that such Mission is duly organized.

ARTICLE XVIII.

Forfeiture of Privileges.

When and how a Parish may be suspended from union with Convention or dissolved.

SEC. 73. Whenever any Parish in union with the Convention shall neglect, for three successive years, to make a Parochial report to the same, no Missionary report being made in its behalf, or during a like period shall neither have employed a Clergyman as its Parish minister, nor requested of the Ecclesiastical Authority the services of a Missionary; or whenever any Parish in union with the Convention shall have persistently disregarded or refused to conform to any of the Canons of the Protestant Episcopal Church in the United States of America, or of the Church in this Diocese, due notice of such violation of Canon law having been given to such Parish by the Bishop, such Parish may be suspended from representation in the Convention, or its connection with this Diocese may be wholly dissolved by a two-thirds vote of each order, Clerical and Lay. Whenever, in the opinion of the Bishop, any Parish shall be liable to such forfeiture of privileges, he shall signify the same to the Convention in his Annual Address, and the Convention may thereupon proceed to suspend or dissolve such Parish, as the case may require.

For violation of Canons.

Bishop to report such Parish to Convention.

ARTICLE XIX.

The Election of a Bishop.

Election of a Bishop, time and notice of.

SEC. 76. The election of a Bishop, or of a Bishop Coadjutor, for this Diocese shall be made in either an Annual or a Special Convention; *provided,* due notice of said election be given, as hereinafter provided.

How election shall be called.

SEC. 77. The call to elect a Bishop or a Bishop Coadjutor shall emanate from the Standing Committee, who shall give, through their Secretary, at least thirty days' written notice of such election to every Clergyman, Parish and Mission of this Diocese.

Election, how conducted.

SEC. 78. The election shall be made in the following manner: The Clergy and the Laity shall vote by orders, and the election shall be by ballot. If two-thirds of all the Clergy entitled to vote be present, and two-thirds of all the Parishes and Missions entitled to vote be represented, then a majority of each order present shall determine a choice. If such two-thirds of the Clergy, Parishes and Missions be not present, then two-thirds of the votes of each order present shall be necessary to determine a choice; *provided,* that in all cases of the election of a Bishop, or of a Bishop Coadjutor, no clergyman shall be entitled to vote (Article VI of this Constitution to the contrary notwithstanding) unless he shall have been, for at least six months immediately preceding the election, personally and canonically resident in this Diocese, and during all that time entitled to a seat and vote in the Convention of the same.

Quorum and vote necessary to an election.

What Clergy not entitled to vote.

ARTICLE XX.

Assessments.

Power of Convention to levy.

SEC. 82. The Convention shall have power to raise money by tax or assessment on the Parishes and Missions of this Diocese, by Canon or by special vote, for

the regular expenses of this Diocese, and for such other purposes as the Convention may from time to time approve and direct. The Convention shall also have the power to impose such penalties as may be deemed fit for neglect to pay such assessments when imposed.

Power to fix penalty for non-payment.

ARTICLE XXI.

Authentication and Preservation of Canons.

Secretary to keep book of Constitution and Canons.

SEC. 86. The Secretary of the Convention shall procure and keep a suitable book, entitled "Constitution and Canons of the Diocese of California," in which shall be recorded this Constitution, with the certificate of its adoption. All Constitutions, Canons, and additions thereto, hereafter adopted by the Convention, shall be certified to by the President and Secretary of the Convention, as having been duly adopted, and shall, with the certificate of adoption, be recorded in the said book, and the said book shall be taken and regarded as *prima facie* evidence of the due adoption and correctness of all papers recorded therein under this Article.

Amendments, how recorded and certified.

Prima facie evidence of correctness.

ARTICLE XXII.

Alterations and Amendments.

Constitution how altered.

SEC. 89. This Constitution may be altered, or amended, or added to, in the following manner: Any proposed alteration, amendment, or addition, which shall have been introduced in writing, setting forth the Article as amended, and duly considered and approved at an Annual Convention, shall be referred to the next Annual Convention for final consideration and action; and if then approved and adopted by the Convention, by a majority of both orders, voting separately, and concurred in by the Bishop, it shall become law, and this Constitution shall be held as altered, amended, or added to accordingly; *provided,* that the proposed alteration, amend-

Vote to be by orders.

Concurrence of Bishop.

Proposed amendment may be amended.

ment, or addition may be amended before its adoption by a two-thirds vote of the Convention to which it was finally submitted.

The following was adopted as substitute, January, 1914, subject to final action January, 1915:

SEC. 89. (*a*) This Constitution may be altered, or amended or added to at an Annual Convention by a majority affirmative vote cast by each order voting separately, a quorum being present. **How amended.**

(*b*) No proposed alteration, amendment or addition shall be considered or affirmatively acted upon by any Annual Convention (otherwise than by referring the same to a committee to report thereon to the succeeding Annual Convention) unless duplicate copies of such proposed alteration, amendment or addition shall have been filed with the Secretary of the Convention at least twenty days before the meeting of the Convention. **Amendments to be filed with Secretary twenty days before Convention, otherwise not acted on.**

(*c*) The Secretary shall have copies of all proposed alterations, amendments or additions printed for use of the Convention and shall deliver copies of all those filed with him to the Chairman of the Committee on Canons, and such committee shall report thereon on the first day of the Convention. **Copies to Committee on Canons.** **Committee to report on first day of Convention.**

(*d*) Any committee or commission to which any proposed alteration, amendment or addition shall have been referred may, in its judgment, report a substitute for or alteration thereof. **Committee may report substitute.**

(*e*) Any proposed amendment, alteration or addition, which shall have been introduced and reported on as hereinbefore provided and duly considered and approved at an Annual Convention, shall be referred to the next Annual Convention for final consideration and action; and, if then approved and adopted by the Convention, by a majority of the votes cast by each Order, voting separately, and concurred in by the Bishop, it shall become law, and this Constitution shall be held as altered, **Reference.** **Vote to be by Orders.** **Concurrence of Bishop.**

Proposed amendment may be amended.

amended, or added to accordingly; *provided,* that the proposed alteration, amendment, or addition may be amended before its adoption by a two-thirds affirmative vote cast by each Order, voting separately.

ARTICLE XXIII.

Incorporation of Diocese.

Diocese to be incorporated.

SEC. 91. The Church in this Diocese shall be incorporated under the laws of the State of California, under the name and title of "The Protestant Episcopal Church in the Diocese of California."

ARTICLE XXIV.

Trust Funds.

Trust Funds.

SEC. 94. The Canonical provision and regulations relating to the Invested Funds and Trust Funds of the Diocese now existing or which may hereafter be created, as such provisions and regulations may stand at the time of any gift or bequest to such Funds, or at the time of any collection taken up in this Diocese for any of such Funds, and such further conditions as may have been specified in any gift or bequest to any of such Funds, shall constitute a specific contract between the Diocese and the donors or contributors to such Funds; and the good faith of the Diocese is pledged that such contract shall be faithfully kept and observed. The Canons regulating the Invested Funds and Trust Funds of this Diocese may from time to time be altered or amended, but no such alterations thereof or amendments thereto shall in any way affect gifts, bequests, or contributions which have been made prior to such alteration or amendment.

Specific contract with donors.

Effect of amending Canons.

ARTICLE XXV.

Repeal.

SEC. 99. All previous Constitutions of this Convention and Diocese are hereby annulled and repealed. **Previous Constitutions Repealed.**

Concurrence of the Bishop.

In accordance with Article XXII of this Constitution, I hereby concur in the action of the Sixty-fourth Annual Convention, adopting the foregoing Constitution as amended.

Certificate to Constitution.

Certificate of Bishop, Secretary, and Committee on Printing.

We, whose names are hereunto subscribed, do certify that the foregoing is a true and correct copy of the Constitution of the Diocese of California, as adopted in and by the Forty-first Annual Convention of said Diocese, holden in St. Paul's Church, Los Angeles, on the thirtieth day of April, in the year of our Lord one thousand eight hundred and ninety-one, and as subsequently amended, to and including the Sixty-fourth Annual Convention, January, A. D. 1914.

William Ford Nichols,
Bishop of California.

Mandon D. Wilson
Secretary of the Convention

Committee of the Convention

THE CANONS

OF THE

DIOCESE OF CALIFORNIA

JANUARY 29, 1914

CANON I.

Of Clerical Members of Convention.

The Bishop to prepare list of Clergy.

SEC. 100. One week before the meeting of any Annual or Special Convention of this Diocese, the Bishop shall prepare, or cause to be prepared, a list of all the Clergymen of the Church canonically resident in this Diocese, annexing the names of their respective Parishes, Missions, or Chaplaincies, or of the institutions of learning in which they may be engaged, or in the case of those who are not engaged as herein stated, their places of residence only; and such list shall be laid before the Convention on the first day of the meeting and be prefixed to the Journal. In the said list of Clergy, or in a list appended thereto, shall be declared the names of those Clergy entitled to seats and votes in the Convention, and such declaration shall be taken as presumptive evidence of the right of those who shall be thus indicated, and of the right of none others.

To be laid before Convention.

To be prefixed to Journal.

To designate those entitled to vote.

When the Standing Committee shall prepare list of Clergy.

SEC. 101. In case the Episcopate be vacant, or in case the Bishop be absent or incapable of acting, the duty of preparing the list of Clergy and the list of Clerical Members of the Convention shall devolve upon the Standing Committee of this Diocese.

Contested seats.

SEC. 102. When the right of any Clergyman of this Diocese to a seat in the Convention is claimed or disputed, either question shall be determined by the Convention, in accordance with the provisions of the Constitution of this Diocese.

CANON II.

Of Lay Delegates to the Convention.

Lay Delegates, how certified.

SEC. 110. The appointment of Lay Delegates to any Annual or Special Convention shall be certified in writing by the Rector or Clergyman in charge of the Parish or Mission of which they are the representatives, or, in his absence, by a Warden or by the Clerk of such Parish or Mission. Every certificate of the appointment of Lay Delegates shall be substantially in the following form:

To the Convention of the Diocese of California:

Form of certificate.

We hereby certify, that at a duly convened meeting of the Vestry of .....Parish (or the Congregation of.....Mission) in.....County of..... held on the.....day of..... A. D. 19..

[Here insert the names of Delegates.]

were duly elected to act as Lay Delegates in the forthcoming Convention.

We certify further, that the said Delegates-elect are now and have been during the six calendar months next before their election connected with and qualified voters of the said.....Parish (Mission), and that they are not under ecclesiastical censure or process.

Witness our hands, this....day of ..... A. D. 19..

..... *Rector*
..... *Warden*
..... *Clerk*

No other evidence admissible.

And no other certificate or evidence of the appointment of any Lay Delegate or Delegates, than such as is herein required, shall be allowed or received.

Certificates to be sent to Secretary.

SEC. 111. The certificates of election of Lay Delegates shall be forwarded to the acting Secretary of the

Convention at least one week previous to the time appointed for its meeting, and from these certificates the Committee on Credentials shall prepare a list of the Lay Delegates entitled to seats and votes in the Convention.

List of Delegates to be Prepared.

Delinquent Parishes and Missions excluded.

SEC. 112. No Parish or Mission which shall fail to pay its quota of the assessment for Bishop's Salary and Diocesan and Convention Expense shall be entitled to representation in the Convention of this Diocese. It shall be the duty of the Treasurer of the Diocese one day prior to the assembling of any Convention, Annual or Special, to furnish the Secretary with a list of all delinquent Parishes and Missions, and the Secretary shall omit the names of such delinquent Parishes and Missions from the roll-call of the Convention; *provided,* that upon the payment in full of its existing delinquency by a Parish or Mission, its name shall be placed on the roll-call and its Delegates admitted to seats.

Treasurer to report delinquents.

May be admitted on payment of delinquency.

Duty of Delegates to attend.

SEC. 113. It is the duty of Lay Delegates to attend the sessions of that Convention of which they are elected members, and to act for and in the name of the body delegating them, and their acts shall be binding upon the Parish or Mission which they represent.

Their acts binding on Parishes, etc.

Unrepresented Parishes and Missions bound.

SEC. 114. If, for whatever cause, a Parish or Mission of this Diocese is not represented in any Convention of the same, or in any of the sessions thereof, such Parish or Mission shall nevertheless be bound by all acts of such Convention.

CANON III.

Of Quorum in Convention.

Quorum of Convention.

SEC. 120. No business shall be transacted at any Annual or Special Convention of the Diocese of California unless a quorum be present; a quorum shall con-

sist of twenty of all the Clergy entitled to seats and votes in the Convention, together with fifteen of all the Parishes and Missions entitled to representation in the same. **20 Clergy, 15 Parishes or Missions.**

SEC. 121. No business shall be transacted by any Standing or Special Committee of an Annual or Special Convention unless a quorum of such Committee shall be present, and said quorum shall be a majority of its members. **Quorum of Committee.**

SEC. 122. In case a quorum is not present at any Annual or Special Convention, it is competent for the members present to adjourn from time to time, and when a quorum of any Committee of any Convention is not present, a like course may be adopted. **Less than quorum may adjourn.**

CANON IV.

Of Officers of the Convention.

The Secretary.

SEC. 130. In addition to the duties prescribed in the Constitution of this Diocese, the Secretary of the Convention shall send to the Rector or Clergyman in charge of each Parish and Mission in union with this Convention, blank certificates for the election of Lay Delegates in the form prescribed in Section 110 of these Canons, at least thirty days prior to the time appointed for the meeting of any Annual or Special Convention of this Diocese; *provided*, that if any such Parish or Mission be without a Clergyman, said blanks shall be sent to a Warden of the Parish or Mission. **To send to each Parish and Mission blank certificates for Lay Delegates.**

SEC. 131. The Secretary of the Convention shall also take minutes of the proceedings of Convention, and when approved, he shall enter them in a proper book; he shall preserve the journals and records; attest the public acts of Convention, and faithfully deliver to his successor all **To record minutes.**

To deliver papers to successor.

To distribute copies of Journal.

books and papers, which may be in his possession, relating to the affairs of the same. He shall also send annually a printed copy of the Journal of the Convention to each Bishop of the Church in the United States, to the Secretary of the House of Deputies of the General Convention, to each of the Secretaries of Diocesan Conventions, to each Clergyman canonically connected with the Diocese of California, and to each Lay Delegate of the Convention of the same. He shall also furnish a list of the members of every Committee appointed *ad interim* to the Chairman of such Committee, with a copy of the resolutions providing for it. He shall also send to the Registrar of the Diocese a correct and certified copy of the proceedings of that Convention for which he is elected, and fifty copies of the printed Journal of the said Convention, together with all Journals of other Diocesan Conventions and documents bearing upon the history of the Church at large, which he shall have received as Secretary during the year.

To furnish Chairman of with list of Committeemen and resolution erecting the Committee.

To send to Registrar certified proceedings.

Fifty Journals and other papers.

To furnish Treasurer certified statement of matters affecting his office.

SEC. 132. The Secretary of the Convention shall also, within thirty days after any Annual or Special Convention shall have adjourned *sine die,* furnish to the Treasurer of the Diocese a certified statement of all accounts allowed by the Convention; he shall examine and certify to the Treasurer the bills for printing and other expenses of the Journal, and for any other official work which may be committed to him.

To send General Convention certificate of Deputies elected.

SEC. 133. The Secretary of the Convention shall also send to each General Convention a certificate of the appointment of Clerical and Lay Deputies; and he shall perform such other duties as may be from time to time required of him, by authority of the General or Diocesan Convention.

Secretary's and Treasurer's offices open to inspection.

SEC. 134. The Secretary's journals and records and the Treasurer's books shall be open at all times to the

inspection of the Bishop, of the Standing Committee, and of the Convention or any Committee thereof.

The Treasurer.

To pay only on warrants.

SEC. 140. The Treasurer of the Diocese shall have charge of all Funds belonging to the Diocese as declared by the Canons, and pay them out only on warrants drawn by the Canonical authorities.

To give bonds.

SEC. 141. The Treasurer of the Diocese shall give satisfactory security to the Corporation known as "The Protestant Episcopal Church in the Diocese of California" for the faithful discharge of his duties.

To follow rules laid down by Diocesan Corporation.

SEC. 142. The Board of Directors of the Corporation known as "The Protestant Episcopal Church in the Diocese of California" is hereby authorized and empowered to make such rules and regulations for the Treasurer of the Diocese to follow as in their judgment shall seem to be just and necessary, and designate the depositories and investments of the funds of the Diocese.

To report to Convention.

SEC. 143. The Treasurer of the Diocese shall present at each Annual Convention a written or printed statement of his account with the several Funds for the previous year. He shall close his several accounts on the thirty-first day of December.

When to close accounts.

To send to Wardens a list of assessments and calendar of collections.

SEC. 144. Within thirty days after the adjournment of each Annual Convention of this Diocese the Treasurer of the Diocese shall send to the Warden or Wardens of each organized Parish or Mission of this Diocese a statement of the assessment imposed upon the same for the year current, together with a calendar of all collections to be made, as ordered by the Canons of this Diocese, or Resolutions of the Convention of the same.

To send quarterly notices to Treasurers of amounts due.

SEC. 145. The Treasurer shall, prior to the first day of March, June, September, and December of each year notify the Treasurers of the several Parishes and Missions of the amounts due on their several assessments, and also at least thirty days before the meeting of the Annual Convention he shall notify them of their respective dues and arrearages on account of assessments and canonical collections.

To notify Parishes of their arrearages.

To report monthly to the Board of Missions.

SEC. 146. The Treasurer of the Diocese shall present to the Board of Missions a monthly statement of the balances on hand, and such other reasonable information as it may desire.

Books open to inspection of Committees.

SEC. 147. The books of the Treasurer of the Diocese shall always be open to the inspection of the Auditing Committee of the Convention, and of the Committees charged with the management of the several Funds of the Diocese.

Auditing Committee shall examine accounts.

SEC. 148. The Auditing Committee of the Convention shall semi-annually, in the months of July and January of each year, and at such other times as they may deem advisable, make an examination of the books and accounts of the Treasurer of the Diocese, and shall verify the amount of the funds and securities received, disbursed, and held by him, and shall make an annual report of their findings to the Convention, and a semi-annual report to the Board of Directors of the Corporation known as "The Protestant Episcopal Church in the Diocese of California."

Annual report to Convention; and Semi-annual to Corporation.

Salary of the Treasurer.

SEC. 149. The Treasurer of the Diocese shall receive an annual salary of $600 to be paid to him *pro rata* from the income of the several Funds of the Diocese under his charge, on the basis to be decided upon from time to time by the Directors of the Corporation known as "The Protestant Episcopal Church in the Diocese of California."

SEC. 150. Any vacancy in the office of Treasurer shall be filled by the Board of Directors of the Corporation known as "The Protestant Episcopal Church in the Diocese of California." **Vacancy.**

CANON V.

Of Regular Committees of the Convention.

SEC. 160. The regular Committees of the Convention shall be as follows:

SEC. 161. A Committee on Credentials, to which may be referred all claims affecting the right to a seat or representative privilege in the Convention, to consist of the Secretary of the Convention and two Laymen. **On Credentials.**

SEC. 162. A Committee on the Incorporation of Parishes and Organized Missions, and their Admission into Union with the Convention, to consist of one Clergyman and two Laymen. **On Admission of Parishes, etc.**

SEC. 163. A Committee on Finance, to consist of five Laymen, one of whom shall be the Treasurer of the Diocese. It shall be the duty of this Committee to report to the Annual Convention a schedule of assessment for the Episcopal and Convention Fund, as provided in Section 451 of these Canons, and a schedule of appropriations, as provided in Section 455. The Bishop, or in his absence the President of the Standing Committee, shall appoint this Committee at least twenty days before the Annual Convention, from the Delegates thereunto already chosen. **On Finance.** **To report schedules of assessments and appropriations.** **To be appointed twenty days before Convention.**

SEC. 164. A Committee on Auditing, to consist of three Laymen to be appointed before or after the adjournment of the Convention by the Bishop or Presiding Officer of the Convention. This Committee shall sit during the recess of the Convention, and it shall be its **Auditing Committee, when appointed.**

To sit during recess.

duty to audit the accounts of the Treasurer, and of others having charge of funds belonging to the Diocese, as required by Canons or Resolutions of the Convention.

Committee on Canons.

SEC. 165. A Committee on Canons, to consist of three Clergymen and three Laymen, to which may be referred all proposed amendments or alterations of the Constitution and Canons of this Diocese. The Bishop, or in his absence the President of the Standing Committee, shall appoint this Committee not less than fifteen days before the Annual Convention. The Laymen to be from the Delegates thereunto already chosen.

To be appointed fifteen days before Convention.

On State of the Church.

SEC. 166. A Committee on the State of the Church, to consist of two Clergymen and one Layman, to which may be referred all matters appertaining to the extension of the work of the Church in this Diocese, not specially assigned to any other Committee.

On Unfinished Business.

SEC. 167. A Committee on Unfinished Business, to consist of one Clergyman and two Laymen.

On Dispatch of Business.

SEC. 169. A Committee on Dispatch of Business, to consist of two Clergymen, whose duties it shall be to arrange the calendar for sessions of Convention, to expedite business and avoid confusion, as far as possible.

Bishop may appoint prior to Convention.

SEC. 170. The Bishop shall have the right to appoint any of the Regular Committees in advance of the meeting of the Convention if occasion should require.

CANON VI.

Of Transaction of Business in the Convention.

Rules of Order.

Rules of Order continue until altered.

SEC. 180. In addition to the provisions of the Constitution and Canons of this Diocese, further regulation of legislative action shall be by Rules of Order, which,

having been once adopted, shall continue in force until the same, in whole or in part, shall have been amended or repealed.

SEC 181. The Rules of Order governing the transaction of business in any Annual or Special Convention shall be as follows:

(1) All elections shall be by ballot. **Elections by ballot.**

(2) No motion shall be considered as before the Convention unless seconded and reduced to writing. **Motions, how made.**

(3) When a question is before the Convention, no motion, except as hereinafter provided, shall be received, but to lay on the table, to postpone indefinitely, to postpone to a certain time, to commit or to amend, which motions shall have precedence in the order named. But a motion to strike out the word "Resolved" shall have precedence of a motion to amend, and, if carried, shall be equivalent to a rejection of the resolution. **Precedence of motions in debate.**

(4) All amendments shall be considered in the order in which they are received. When a proposed amendment is under consideration, a motion to amend the same may be made; no after amendment to such second amendment shall be in order. **Amendments considered in order offered.**

(5) A motion to lay on the table shall be decided without debate. **To lay on table.**

(6) A motion to adjourn shall always be in order, when no member is speaking, and shall be decided without debate. **To adjourn.**

(7) The mover may withdraw a motion or resolution at any time before decision or amendment, in which case it shall not be entered upon the minutes. **When mover may withdraw resolution.**

(8) If a question under debate contain several distinct propositions, the same shall be divided, at the request of any member, and a vote taken separately. **Question may be divided.**

Speeches limited.

(9) No member may speak more than twice on the same question without leave of the Convention, which leave shall not be obtained upon his own suggestion or request, nor more than once in any case until every member choosing to speak shall have spoken.

Must vote unless excused.

(10) Every member present shall vote, whenever a question is put, unless excused by the Convention on account of his being personally interested in the result, or for other cause.

Ayes and noes, how and when taken.

(11) The votes shall be taken by ayes and noes and by Orders, whenever called for by five members, Clerical or Lay, or both.

Dissenting votes may be recorded.

(12) In taking the vote by Orders it shall be the right of any member of any delegation who may dissent from the vote of the majority of the delegation, to have the fact of his dissent recorded on the minutes.

Reconsideration.

(13) A question being decided shall not be reconsidered during the same session, without the motion for that purpose being made by one of the majority on the first decision. No question shall be reconsidered more than once.

Special Committees.

(14) All Special Committees shall be appointed by the President, unless otherwise ordered.

Reports of Committees, to be written.

Entered on minutes.

Resolution to be annexed.

(15) The reports of all Committees shall be in writing, and shall be received of course without motion for acceptance. They shall be entered on the minutes, unless otherwise ordered. If recommending or requiring any action or expression of opinion by the Convention, they shall be accompanied by a resolution or resolutions, for its consideration.

Call to order.

(16) When a member is called to order by the President, or by another member, he shall immediately take his seat, unless permitted to explain. All questions of order shall be determined in the first instance by the

President; but any member may appeal from any decision of the Chair; and on such appeal no member shall speak more than once without leave of the Convention. **Procedure thereon.**

(17) The prescribed Order of Business shall not be departed from, nor shall any rule of order be suspended, unless by vote of two-thirds of the members present. **Order of Business, how suspended.**

(18) No Order of Business shall be changed or rescinded without one day's previous notice of a motion to that effect. **How changed or rescinded.**

(19) The majority of a quorum shall always be required to elect any officer. **Majority to elect.**

(20) If the prescribed Order of Business on any day shall not have been gone through with, the first business on the succeeding day shall be the matters which were not reached on the preceding day, and in the order for that day prescribed; *provided*, that this section does not apply to miscellaneous business. **Order of Business not disposed of to be first next day.**

Elections, How Conducted.

SEC. 190. In all elections by ballot by the Convention the Orders shall vote separately. No person shall be deemed elected unless he shall receive a majority of the votes of each Order, considered separately. In case on a canvass of votes, in either Order, for a Board or Committee, consisting of several members, it shall appear that more than the number of persons required to constitute the Board or Committee have received a majority of votes, the persons receiving the highest number of votes shall be deemed to be the persons chosen by the vote. Blank ballots shall not be counted for or against a candidate. **The Orders to vote separately.** **Majority of each Order necessary for election.** **Highest vote to elect.** **Blank ballots not counted.**

SEC. 191. On the first day of each Annual Convention, under the proper order or orders of business as provided in Section 210 of these Canons, nominations **Nominations, when to be made.**

shall be made for all the Committees and Boards to be elected by the Convention. The Secretary shall thereafter print and furnish to the Convention sufficent separate ballots for each Board or Committee to be elected. The ballots for the several Boards or Committees shall be distinguished from each other by being printed on paper of different colors. Each ballot shall contain the name of every person nominated as a candidate for the Board or Committee in the election of which the ballot is to be used with the name of such Board or Committee and the number of persons to be elected thereto; *provided,* the Convention by a vote by Orders, at the time of the nominations being made, or by a Standing Resolution, may order that all the Committees and Boards, or a portion thereof, be placed on a combined ballot.

Ballots to be printed.

To be of different colors.

What the ballots shall contain.

Joint ballot may be ordered.

SEC. 192. In voting no other ballots shall be used than those furnished by the Secretary, as provided in Section 191 of these Canons. The voter shall designate his choice by placing a cross opposite the names of the persons for whom he desires to vote. But any voter may add to the ballot, in writing, the name or names of any other person or persons for whom he may desire to vote, and shall be deemed to vote for the persons so named by him.

No other ballot to be used.

How vote shall be marked.

Additional names may be written.

SEC. 193. If at the time of the election it shall be found that there have been placed in nomination, and not withdrawn from nominaton, for any Committee or Board, only the number of names required to fill said Committee or Board, then the ballot for that Committee or Board may by unanimous consent be cast by the Secretary.

When ballot may be dispensed with.

SEC. 194. There shall be an Election Commission, consisting of one Clergyman and one Layman with an Assistant Secretary *ex officio,* two to constitute a quorum, who shall have charge of the election, and two sets of Tellers—three or more for each Order—to receive and count the votes. The Tellers may all be Laymen,

Election Commission.

Tellers.

communicants of Parishes in union with the Convention, and need not be members of the Convention. The Ordinary (or, in his absence, the President of the Standing Committee) may appoint the Election Commission and Tellers prior to the meeting of the Convention. The Chairman of the Convention shall fill, by appointment, any vacancy which may occur in said Commission or Tellers.

Commission and Tellers in advance.

SEC. 195. (*a*) The polls shall be opened in a convenient place in or adjacent to the room in which the Convention assembles, at the hour specified by the Convention, and shall remain open for one hour or for such time as may be fixed by the Convention. There shall be for each Order as many receptacles for ballots as there are separate ballots printed in accordance with Section 191. When the time for voting shall have expired the Chairman shall declare the polls closed and the Tellers shall proceed to canvass the vote as provided in Section 197.

Elections, where held.

Balloting how conducted.

Polls declared closed.

(*b*) As any one entitled to vote shall tender his ballot or ballots the Tellers shall, before the same are deposited in the respective receptacles, check the name of the voter on the Voting List furnished by the Secretary by writing opposite the name of the voter on said list the word "voted," or in such other manner and under such regulations as the Convention may from time to time adopt and such instructions as circumstances may require the Chairman of the Convention or the Election Commission to give.

How Tellers shall check voters.

SEC. 196. In voting the majority of any Lay Delegation present at the time of the election shall cast the vote of the Parish or Mission; *provided,* that if any delegation is equally divided as to any person or persons to be voted for, they shall mark a half vote against each of the names on which they are divided, and the Tellers shall count the vote accordingly.

Majority of Lay Delegation to cast vote.

Delegation evenly divided, how vote cast.

Voting lists and tally sheets to be provided.

SEC. 197. The Secretary shall provide each set of Tellers with a Voting List, corrected to show those entitled to vote, in the Order for which they are Tellers and a tally-sheet or sheets, properly headed and numbered, whereon shall be written the name of each person to be voted for on said ballot, and all votes shall be registered on that tally-sheet only. The Tellers shall be the only persons to record the votes on the tally-sheets, and if done by any other person the vote shall be void. It shall be the duty of the Tellers immediately after canvassing the ballots to place all the ballots cast for such Board or Committee in separate envelopes, unless a joint ballot is used, whereon shall be endorsed (1) the name of the Board or Committee for which they were cast, (2) whether they were the ballots of Clerical or Lay Delegates, (3) the number of ballots contained therein, and, in case the vote shall not result in an election, (4) whether it be the first or other vote for such Board or Committee. Each envelope shall be sealed and signed by the several Tellers and delivered to the Secretary. The Tellers shall place in a separate envelope the Voting List of the two Orders properly endorsed with the number of the ballot for which used, the envelopes to remain unsealed until the close of that day's proceedings. It shall be the duty of the Secretary to provide suitable envelopes for these purposes, to see that the same are returned to him with the ballots therein duly endorsed and sealed, as herein provided, and to safely keep the same and not allow them to be opened except as provided in Section 202 of these Canons.

Tellers only to record votes.

To enclose ballots in envelope when counted.

To seal and deliver to Secretary.

Secretary to preserve ballots.

Too many voted for, how ballot shall be counted.

SEC. 198. If more than the proper number of persons are voted for on any ballot, that ballot shall not be counted as to the Order, Clerical or Lay, in which the excess occurs, but shall be counted in the other Order.

Ballots folded together.

SEC. 199. If two or more ballots are folded together, none of them shall be counted unless the extra ballots

Ballots not counted to be endorsed.

are entirely blank. The reason for not counting a ballot shall be endorsed on the back thereof by the Tellers and every such ballot shall be enclosed in the proper envelope provided for in Section 197 of these Canons.

Doubtful ballots. Chairman to decide.

SEC. 200. The Tellers shall report any doubtful ballot to the Chairman before tallying it and his decision thereon shall be final.

Failure to elect on second ballot nominees restricted.

SEC. 201. (*a*) If the entire number to be chosen shall not have been chosen on the first or the second ballot, the subsequent balloting shall be as follows: If only one person remains to be elected, the balloting shall be confined to the two nominees of the Order, clerical or lay, in which the failure to elect shall have occurred, who, on the last preceding ballot, shall have received the largest number of votes of the Clerical Order, and the two nominees who shall have received the largest number of votes of the Lay Order. If two remain to be elected, the balloting shall be confined to the three nominees who shall have received the largest vote of each Order. On the third and subsequent balloting, before the polls are opened the Chairman or Secretary shall declare the names of the nominees for whom ballots may be counted.

Third Ballot.

(*b*) If on the third ballot the entire number shall not have been elected, then on the fourth and subsequent ballotings the names of those to remain in nomination, of those in nomination at the preceding balloting, shall be according to the number remaining to be elected as provided for the third balloting; *provided*, however, that for the fourth and subsequent ballotings additional names not theretofore in nomination may be placed in nomination and voted for.

Fourth ballot new nominations.

Ballots not counted.

(*c*) On the third and subsequent ballotings a ballot cast for any person other than those announced, as in this Section provided, shall not be counted in determining the

number of votes necessary for an election, but shall be counted in determining whether a quorum has voted.

Recanvass.

SEC. 202. If, after the adjournment of the Convention, the correctness of the canvass by the Tellers of any election shall be called in question, the same may be recanvassed on the written request of two Clergymen and two Laymen, addressed to the Ecclesiastical Authority of the Diocese, by and in the presence of the Bishop, if there be one, the Standing Committee and the Secretary of the Convention, and their finding shall be final and conclusive.

The Order of Business.

FIRST DAY.

Bishop to preside.

SEC. 210. At the opening of each Annual Convention, after Divine Service, the Bishop shall take the chair, after which the order of procedure shall be as follows:

Roll call of Clergy.

(1) The Secretary, under the direction of the Bishop, or, in case of his absence or inability to act, or of a vacancy in the Episcopate, under the direction of the Senior Presbyter present in the Convention, presiding *pro tempore*, shall call over the names of the Clergy entitled to seats.

Roll call of Lay Delegates.

(2) He shall then proceed to call the roll of the Lay Delegates, who have presented regular certificates, with the names of such Parishes and Missions as are entitled to representation. All irregular or doubtful certificates, if there be any, shall be referred to the Committee on Credentials, to be reported upon at the appointed time in the regular Order of Business.

Doubtful certificates.

Quorum present. Convention declared in session.

(3) A quorum (twenty Clergymen and fifteen Parishes and Missions) being present, the presiding officer shall declare the Convention organized for business.

Election of presiding officer.

(4) In case of a vacancy, the election of a Presiding Officer, as provided by the Constitution of this Diocese.

(5) Reading the Order of Business.

(6) The election of a Secretary and the appointment of an Assistant Secretary. **Election of Secretary.**

(7) The appointment by the presiding officer of the Regular Committees of the Convention not previously appointed under provisions of these Canons, and the announcement of the names of those comprising the Committees previously appointed, and the filling of any vacancies in such Committees from absence or other cause. **Appointment of Regular Committees.**

(8) Contested right or claim to a seat in the case of a Clergyman. **Contested seats of Clergy.**

(9) Report of the Secretary of certificates of Lay Delegates laid aside as irregular or defective, and action thereon by the Convention. **Defective certificates of Lay Delegates.**

(10) Nominations for all Committees and Boards to be elected by the Convention. **Nominations for elective Committees.**

(11) Reception and reference of applications from Parishes and Missions for admission into union with the Convention. **Application for admission to union.**

(12) Introduction of matter for the consideration of Committees and reference to the same. **Introduction of business for reference.**

(13) Report of the Committee on Canons. **Committee on Canons.**

(14) Reports of Special Committees appointed at previous Conventions, and setting the time for their consideration. **Reports of Special Committees.**

(16) Report of the Standing Committee of the Diocese. **Standing Committee.**

(17) Report of the Treasurer of the Diocese. **Treasurer.**

(18) ~~Report of the Auditing Committee.~~ **Auditing Committee.**

(19) Report of the Registrar of the Diocese. **Registrar.**

Corporation.

(20) Report of the Corporation.

(24) Miscellaneous business.

EVENING SESSION.

Bishop's Annual Address.

(27) Annual Address of the Bishop unless he shall prefer another time for its delivery; if so, it shall be in order at any time.

Missionary meeting.

(28) Consideration of the Work of Church Extension in the Diocese, including reports of the Secretary, Treasurer of the Board of Missions, Archdeacon, the Deans of Convocations and the Missionaries.

SECOND DAY.

SEC. 211. On the second day there shall be a Celebration of the Holy Communion at an hour to be determined by the Bishop. At such hour as may be determined upon, the business of Convention shall be opened with the Creed and appropriate Collects, after which the order of business shall be:

Reading Minutes.

(30) The reading and approving of the Minutes.

Delayed Certificates of Lay Delegates.

(31) Presentation and reception of delayed Certificates of Lay Delegates-elect.

Calling of Roll.

(32) Calling of the roll of all Clergymen and Laymen entitled to seats, absent on the first day of the Convention.

Admission of Parishes and Missions into union.

(33) Report of the Committee on Incorporation of Parishes and on Organized Missions.

(34) Admission of new Parishes and Missions into union with the Convention, and reception of Lay Delegates from the same.

Reports of Regular Committees.

(37) Report of the Finance Committee.

(38) Report of the Committee on Unfinished Business.

(39) Report of the Committee on Canons.

(41) Report of the Board of Christian Education.

(42) Report of the Commission on Church Charities.

(43) Report of the Committee on the State of the Church.

(44) Report of the Social Service Commission.

(47) Reports of Special Committees. **Special Committees.**

(48) Elections.

(58) Appointment of the Chancellor of the Diocese. **Chancellor.**

(60) Miscellaneous Business.

THIRD DAY.

SEC. 212. On the third, and any subsequent day, there shall be a Celebration of the Holy Communion at an hour to be determined by the Bishop. At such hour as may be determined upon, the business of Convention shall be opened with the Creed and appropriate Collects, after which the order of business shall be:

(65) The reading and approving of the Minutes. **Reading Minutes.**

(66) Presentation and reception of delayed Certificates of Lay Delegates-elect. **Delayed Certificates.**

(67) Calling of the roll of Clergymen and Laymen who have not previously answered to their names. **Calling of Roll.**

(68) Reports not presented before.

(69) Miscellaneous business.

SEC. 213. Before the rising of the Convention, the Minutes of the last day's meeting shall be read and approved, and the Presiding Officer shall then bid the Convention to such closing devotions as he shall deem appropriate. **Reading of Minutes of last day's proceedings.**

CANON IX.

Of the Parish.

Organization of the Parish.

Who may organize a Parish.

SEC. 250. It shall be lawful for any number of male persons of full age, not less than fifteen, desiring to organize a Parish, and resident in the village, town, city, district, or ward where the proposed Parish is to be located, to proceed in the manner following: The persons desiring to organize a Parish shall address to the Bishop of this Diocese an application substantially in the following form:

Mode of procedure.

Form of application to Bishop for consent to organize a Parish.

....., *California.*

[Date] *A. D. 19..*

Reverend Father in God: We, whose names are hereunto affixed, being attached to the doctrine, discipline and worship of the Church now known as the Protestant Episcopal Church in the United States of America, do hereby respectfully ask your consent to associate and organize ourselves and others as a Parish of the said Church in....., County of..... in the Diocese of California, under the name and title of..... .....the territorial limits of said Parish to be [here insert the boundaries of the proposed Parish]. *And we hereby solemnly promise and declare that the said Parish shall be forever held under the ecclesiastical authority of the Bishop of California, and of his successors in office, and in conformity with the Constitution and Canons of the Church now known as the Protestant Episcopal Church in the United States of America, and the Constitution and Canons of the Diocese of California, the authority of which we do hereby recognize and bind ourselves to make part of the Constitution of the said Parish and to whose Liturgy, Doctrine, Discipline, Rites and Usages, we promise at all times, for ourselves and our successors, corporate obedience and conformity. We do furthermore declare that the said Parish when organized will have the ability to support a Rector without Missionary aid, and that evidence of such ability will be presented when required.*

Your obedient children in the Church of God:

[Here shall follow the signatures, in ink, of the persons desiring to organize the Parish.]

Joint consent of Bishop and Standing Committee to be given.

SEC. 251. Upon receipt of the above application the Bishop of the Diocese shall submit the same to the Standing Committee, and if he and a majority of the said Committee approve the organization of the proposed Parish and are satisfied after due investigation that the proposed new Parish is able to support a Rector and properly maintain the services of the Church without Missionary aid, they shall submit their joint consent in the following form, a duplicate of which shall also be spread upon the minutes of the Standing Committee:

Form of consent to organize a Parish.

DIOCESE OF CALIFORNIA.

The organization of a Parish in....., County of....., to be bounded and limited as follows: .....and to be known as the Parish of....., having been duly considered and approved by the Standing Committee of this Diocese, I do hereby give my canonical consent to the organization of the said Parish.

Given under my hand this.....day of....., in the year of our Lord..... and of my Consecration the.....

.....

Attest: *Bishop of California.*

.....

Secretary of the Standing Committee.

If within limits of an existing Parish, mode of Procedure.

SEC. 252. In case the proposed Parish, or any territorial portion thereof, shall lie within the territorial limits of any existing Parish or Parishes, the Secretary of the Standing Committee shall notify the said Parish or Parishes that application for the organization of the proposed Parish has been made, and any objections to the organization of the proposed Parish shall be made in writing to the Bishop, and by him shall be laid before the Standing Committee for consideration. Within sixty days after the issuance of such notice by the Secretary, the Bishop and the Standing Committee shall make known their joint decision, and if it be in favor of the organization of the proposed Parish they shall issue the formal consent, as provided in Section 251 of these Canons; and

Objections to organization, how made.

Decision of Bishop and Standing Committee within sixty days.

Boundaries of new Parish to be defined.

such permission shall not take effect until the boundaries of the new Parish shall have been prescribed and defined by the authority granting the permission.

Meeting to organize new Parish, how called and held.

SEC. 253. Upon receipt of the formal consent of the Bishop and the Standing Committee, the persons interested may proceed forthwith to organize the proposed Parish. This shall be done at a public meeting, of which one week's notice shall be sent to each person signing the application asking the consent of the Bishop to the organization of the proposed Parish; and at the said meeting a Clergyman appointed by the Bishop shall preside.

Who to preside.

Location or Re-location of Church buildings.

SEC. 254. No Parish or Mission shall locate or change the location of its Church building without the previous written consent of the Bishop and Standing Committee of the Diocese; *provided*, that if the proposed location or relocation of such Church be within one-half mile of the boundary line of any other Parish or Mission, then, before giving such consent the Rector and Vestry of such other Parish or Mission shall be notified and given opportunity to be heard.

Weak Parish; how aided by Board of Missions.

SEC. 255. In case any Parish shall become unable to support a Rector without Missionary Aid and such inability shall continue for a period of six months; or if Missionary Aid be applied for in order to provide services and Pastoral Ministrations in any Parish, in either case upon the request of the Ecclesiastical Authority of the Diocese, such Parish shall forego its rights and privileges as a Parish in so far as in such request shall be specified and so long as it shall receive Missionary Aid.

Articles of Incorporation and By-Laws of the Parish.

May Incorporate.

SEC. 260. Upon complying with all of the foregoing provisions of these Canons, the proposed Parish may become incorporated or otherwise organized, in conformity with the laws of this State, provided that the by-laws,

Articles of Incorporation and By-laws shall ordain.

ordinances, constitution or articles of incorporation shall ordain: (*a*) That the name and title by which the proposed Parish shall be legally known shall be the "Rector, Wardens and Vestrymen of ..... Parish, in ....."; (*b*) That the Rector shall be *ex officio* a member and president of the Board of Trustees, Directors, Vestrymen, or other body entitled by law to manage the temporalities of the Parish; and (*c*) That the Constitution, Canons, Rules, Regulations, and Discipline of the Church now known as the Protestant Episcopal Church in the United States of America, and the Constitution and Canons of the same Church in the Diocese of California, shall, unless they be contrary to the laws of this State, always form part of its by-laws, ordinances, constitution, or articles of incorporation, and prevail against anything elsewhere therein contained that may appear to be repugnant to such Canons, Rules, Regulations, or Discipline.

Name and title.

Rector ex-officio Director, etc.

Canons of General Convention and Diocese to be part of By-laws, etc.

SEC. 261. Every Parish now organized shall, as soon as possible, revise and amend its legal organization so as to bring the same as nearly as may be into exact conformity with the Constitution and Canons of the Protestant Episcopal Church in the United States and in this Diocese; and every such Parish, and every Parish that may hereafter be organized, shall either in its by-laws, ordinances, constitution, or articles of incorporation expressly provide that the Canons, Rules, Regulations, and Discipline for the time being of the said Church shall, unless contrary to the laws of this State, always form part of the by-laws, ordinances, constitution, or articles of incorporation of the Parish, and prevail against anything elsewhere therein contained that may appear to be repugnant to such Canons, Rules, Regulations, or Discipline. The Clerk or Secretary of each Parish shall keep and preserve in the meeting place of the Vestry, a printed copy of the Constitution and Canons for the time being

Parishes to amend legal organization to conform to Canon Law.

New Parishes shall have certain provisions in their organization.

Canon Law to be part of and to prevail over the By-laws, etc., of a Parish.

Copy of Constitution and Canons to be kept in every Parish as part of "Book of By-laws."

of the Protestant Episcopal Church in the United States of America, and of the Constitution and Canons of the Church in the Diocese of California, to which he shall attach a copy of any special by-laws adopted by the Parish, and the whole shall, in the case of every incorporated Parish, constitute and be known as the "Book of By-Laws," required by the present statute law of this State.

The Vestry or Board of Directors.

The Vestry and Board of Directors the same.

SEC. 270. In each Parish the Vestrymen shall be and constitute the Trustees, Directors, or other persons who by the laws of the State, or the articles of incorporation, are empowered and authorized to manage the affairs or conduct the business of such Parish; by virtue of their election as Vestrymen, they shall become and be the Trustees, Directors, or other managing body of the Corporation of the Parish; and whether elected, chosen, convened, acting, or referred to as Vestrymen, Trustees, or Directors, or as a Vestry or a Board of Vestrymen or otherwise, they shall always be deemed to be the same body and as acting in all capacities in which they may be authorized to exist or act under the statutory or canonical law, or both.

Whenever convened deemed to be acting in dual capacity of Vestrymen and Directors.

Number of Vestrymen.

SEC. 271. Every Parish may ordain for itself the number of Vestrymen, provided they shall not be less than five nor more than eleven, the majority of whom, excepting the Rector, if there be one, shall be Laymen Communicants registered in the Parish, and all of whom shall be Baptized men.

Qualifications.

Annual election of Vestrymen.

SEC. 272. There shall be an Annual Election of Vestrymen in each Parish. The election of such Vestrymen as are to be chosen by election shall take place in each Parish at an Annual Parish Meeting, which shall be held on the first Tuesday after the First Sunday in Advent of each year, commencing with Advent of A. D. 1898; *provided*, that if from any cause there be no election on that

Time of election.

Failure to hold election.

day, the Vestry shall call an election as soon thereafter as practicable.

Notice of a Parish meeting, when and how given.

SEC. 273. Notice of an election of a Vestry, or of any Special Parish Meeting, shall be given during Divine Service on the Sunday preceding the day on which the election or Parish meeting is to be held; and on the Sunday following such election or meeting, the names of the Vestrymen elected and the nature of the business transacted at the special meeting (as the case may be) shall be likewise announced.

Result of meeting to be announced.

Elections to be by ballot.

SEC. 274. (*a*) The election of such Vestrymen as are to be elected shall be by ballot. At every election of Vestrymen, or other Parish Meetings, any person twenty-one years of age whose name shall have been registered on the Parish Register for six months immediately preceding such election or Parish Meeting as a communicant of the Parish, and any other person of like age, who has for the same period been registered on the books of the Treasurer as a regular contributor to the support of the Parish, either by a stated pledge or pew rent, and who shall not be in arrears on account of such pledge or pew rent, shall be entitled to vote. Any Parish may prescribe a minimum amount to be so contributed to the support of the Parish; *provided* always, that such minimum amount shall have been fixed at a Parish Meeting held not less than six months prior. No person shall be entitled to more than one vote or to vote by proxy. If the Parish shall have been organized within the six months prior to the day of election, then the period of membership shall date from such organization.

Who electors.

Communicants, when electors.

Contributors to Parish funds, when electors.

Parishes may prescribe minimum contribution.

No proxies.

Judges of election, how and when appointed.

(*b*) For each meeting at which Vestrymen are to be elected, at the request of three qualified electors, there shall be appointed from the qualified electors three judges of the election, one of these to be appointed by the Rector, one by the Vestry, and these shall select the third, who shall be the judges of the qualifications of the electors,

Duties of Judges.

and who shall canvass the ballot and certify in writing the result of the election; *provided,* that if either the Rector or Vestry shall fail to appoint, then the presiding officer shall appoint. Whenever a vote shall be challenged, the judges shall endorse upon the ballot the name of the voter, whether the vote was allowed or rejected, and affix thereto their signatures. It shall be the duty of the clerk to enclose all ballots cast at the election, and all rejected ballots, in an envelope duly sealed, to be endorsed by himself and the judges, and deliver the same to the Vestry, and it shall be preserved unopened, subject to the order of the Ecclesiastical Authority of the Diocese. At every election the Clerk of the meeting shall make a list of those voting, and of those, if any, whose votes may have been challenged, which list shall be certified by the Clerk and by the three judges of the election, if there be such, and filed with the Secretary of the Vestry, by whom it shall be preserved.

Challenged votes.

Ballots to be preserved.

List of voters to be made.

List of electors to be posted.

(*c*) On the written request of any three qualified electors, the Rector, or if there be no Rector, then the Minister in charge or Church Warden and the Treasurer of any Parish or Mission shall post in a conspicuous place at the entrance of the Church a certified list of the qualified electors. Such posting shall be made at least thirty days before the day fixed for the election of Vestrymen, or within three days after the request for the same is made, if made within the thirty days; and the same shall remain posted until after the election.

Appeal from returns of an election.

(*d*) An appeal from the certified result of the election shall lie to the Ecclesiastical Authority of the Diocese. In case of such appeal, the Ecclesiastical Authority shall recanvass the vote and ascertain and declare the result of the election; and its decision upon such appeal shall be final.

Elections to be reported to the Bishop.

SEC. 275. It shall be the duty of the Rector, or, in his absence, of the Wardens, to forward to the Bishop,

through the Secretary of the Convention, not later than the Tuesday following the second Sunday in Advent, the names of the Wardens, Vestrymen, Treasurer, and Clerk chosen at the annual meeting, and if any change in the Treasurer to notify the Treasurer of the Diocese of the same.

Treasurer to be notified of any change.

SEC. 276. The Vestry shall have power to fill any vacancy or vacancies in their body, and to call Special Parish Meetings, and shall continue in office until their successors are elected.

Vacancies.

Special Parish meetings.

SEC. 277. From the members of the Vestry shall be chosen a Senior Church Warden and a Junior Church Warden, both of whom shall be communicants of the Church. In case the Parish be without a Rector, or in case of the organization of a new Parish, both these officers shall be elected by the members of the Vestry; in all other cases the Rector shall appoint the Senior Church Warden and the members of the Vestry shall elect the Junior Church Warden.

Wardens to be chosen.

To be Communicants.

How chosen or appointed.

SEC. 278. In case a Parish be without a Rector, or the Rector be absent or unable to act, the Wardens, according to seniority in office, shall preside at all meetings of the Vestry and of the Parish. No meeting of a Vestry shall be valid in which there shall not be present either the Rector or one Warden.

Rector absent, a Warden to preside at meetings.

Rector and Wardens absent, meeting not valid.

SEC. 279. A Clerk or Secretary and a Treasurer shall be elected annually by the Vestry and shall serve until their successors in office are chosen. In incorporated Parishes they shall severally be and be deemed to be the same officers known as the Secretary and Treasurer of the Corporation, according to the statutes of this State, and they shall perform the duties enjoined on them by such laws and the by-laws of the Corporation.

Secretary and Treasurer to be elected.

Secretary and Treasurer of Vestry and of Corporation same.

Parish Register to be kept and by whom.

SEC. 280. In accordance with the provisions of Canon XVI, Section 3, of the Canons of the General Convention, every Rector or Minister in charge of a Parish or Mission, of if there be no Minister, then one of the Wardens, shall keep in a suitable book, to be provided by the officers of the Parish or Mission, a Register of all Baptisms, Marriages, and Burials solemnized by him or in the Parish or Mission by another Clergyman, and a list of persons confirmed in the Parish or Mission. There shall be recorded in such Register the names and dates of birth of the persons baptized, with the names of parents and sponsors or witnesses; the names of persons married or buried, and the date of every rite performed, and the names of all communicants, with the date of their reception, death, or removal. All such entries shall be certified by the signature of the person recording the same, with date of recording. This book shall be known as the "Parish Register," and shall be preserved as part of the records of the Parish or Mission, and it shall be the duty of every Rector or Minister in charge, in case of his removal, to deposit this Register with the Church Warden. This Register shall be presented to the Bishop for his examination at each Visitation for Confirmation, and shall at all times be open to the inspection of the Wardens and Vestrymen and of the Bishop of the Diocese and of any person deputed by the Bishop to inspect the same.

Custody of.

Presented to Bishop for examination.

The Rector.

Rector, how elected.

SEC. 290. (*a*) Whenever a Rector shall resign, or the Rectorship of a Parish shall otherwise become vacant, the Vestry shall not proceed to fill the vacancy until after a written communication from the Vestry to the Bishop, if there be one, officially advising him of the vacancy. At the expiration of at least ten days thereafter the Church Warden shall call a meeting of the Vestry, giving not less than ten days' written notice thereof, and stating the pur-

Selection.

pose of the meeting to be the selection of a Rector. The Church Warden shall at the same time notify the Bishop of the time and place of such meeting and invite him to be present thereat. (*b*) If the Bishop shall not be present at the meeting of the Vestry at which a Rector shall be selected, the Church Warden shall, immediately after such meeting, communicate to the Bishop the name of the Clergyman selected. If the Bishop shall desire to confer with the Vestry thereon, he shall designate a date for the conference, which date shall be within twenty days after the aforesaid notification, and thereupon the Church Warden shall call a meeting of the Vestry at the time so designated for the purpose of such conference. (*c*) Upon the expiration of twenty days after the meeting at which a Rector shall have been selected the Church Warden shall call a meeting of the Vestry, giving not less than five days' written notice thereof, and stating the purpose of the meeting to be the election of a Rector. It shall require an affirmative vote of two-thirds of the whole number of Vestrymen to elect a Rector. (*d*) If the person selected shall not be elected or being elected shall decline, the same procedure shall be followed.

Bishop to be notified.

If Bishop not present at selection to be notified.

Election.

Procedure if no election.

SEC. 291. Upon the election of a Rector the Church Wardens of the Parish shall give immediate notice of such election to the Bishop of this Diocese, or, if there be no Bishop, to the Standing Committee, whereupon the person elected may enter upon the duties of his calling.

Election to be reported to the Bishop.

SEC. 292. Whenever the Rectorship of a Parish shall become vacant, it shall be the duty of the Church Wardens to give immediate notice of such vacancy to the Bishop of this Diocese, who may appoint a Clergyman to fill such vacancy until a Rector is elected.

Rectorate vacant, Bishop to be notified.

Bishop may appoint locum tenens.

SEC. 293. The Rector, subject to the Bishop of this Diocese, shall have exclusive charge of all things pertaining to or affecting the spiritual interests of the Parish.

Rector to have full charge of spiritual interests.

It shall be his duty and right to give order concerning Public Worship, together with all that appertains thereto.

To have access to Church and custody of keys.

He shall at all times have access to the Church building or buildings, and shall have the custody of the keys of the same.

To preside and vote at all meetings.

He shall have the spiritual direction and control of all associations of the Parish, and shall preside, with right to vote, at all Parish and Vestry meetings, and also at all meetings of the Board of Trustees of the incorporated Parish.

CANON XI.

Of the Missionary System of the Diocese.

Its General Composition.

Organic parts.

SEC. 300. The Missionary System of the Diocese shall include, with the Bishop, a Cathedral Committee, a Board of Missions, an Archdeacon, Convocations, Missions and Missionaries.

Functions of the Bishop Herein.

The Bishop, functions herein.

SEC. 305. The Bishop shall supervise and control all missionary work within this Diocese. He shall, with the advice of the Board of Missions, establish and organize Missions, appoint all Missionaries, and may transfer, suspend or remove such Missionaries, when not inconsistent with the General Canons of the Church.

Cathedral Committee.

Cathedral Committee functions.

SEC. 310. The Cathedral Committee, as provided for by Resolution of the Convention or Canon, shall have full charge of all Cathedral missionary work proper which it may undertake, and for which appropriations shall not be made out of the Missionary Fund of the Diocese.

Board of Missions.

Bishop President.

SEC. 315. The Board of Missions of the Diocese shall be constituted as follows: The Bishop of the Diocese,

ex officio, who shall be President; the Archdeacon, when there is one, without a vote; the Deans of Convocation, *ex officio;* the Treasurer of the Diocese, *ex officio;* and three Clergymen and four Laymen, to be elected annually by the Convention of the Diocese. In the absence of the Bishop from any meeting, one of the Clerical members present may be elected Chairman *pro tempore.* Vacancies occurring among the elected members may be filled by the Board at any regular meeting.

Archdeacon.
Deans.
Treasurer.
Three Clergymen.
Four Laymen.
Chairman pro tempore.
Vacancies in Board of Missions.

SEC. 316. The Board of Missions shall have general jurisdiction in all financial, property, and secular interests pertaining to Diocesan Missions and missionary affairs, subject to such civil and ecclesiastical provisions as may otherwise be made and applicable; shall have the sole power to draw warrants on the Fund for Church Extension in the Diocese, and may adopt measures for the increase of that Fund; shall fix and pay the entire salaries of Missionaries of the Diocese, and may alter or discontinue the same; may by unanimous vote of the members present at any regular meeting, and with the approval of the Bishop, appropriate money for purposes other than Missionaries' salaries in aid of the missionary work of the Diocese; and shall perform such other duties as may be required by Canon or by Resolution of the Convention.

Jurisdiction of Board.
To order all warrants drawn.
Fix and discontinue stipends.
Make appropriations other than salaries.

SEC. 317. The Board of Missions shall meet at the call of the President as soon as practicable after the adjournment of the Convention, when a Secretary shall be elected, and shall thereafter hold Regular Monthly Meetings, at times to be fixed by Standing Order of the Board, and may at any time hold a Special Meeting at the call of the President or any three members. A notice of every meeting shall be given by the President or Secretary. A quorum shall consist of five members.

First meeting.
Secretary.
Regular and Special meetings.
Notice to be given.
Quorum.

SEC. 318. The Board of Missions shall make a full report of its administration for the year, and of the state,

Annual report to Convention.

progress, and needs of the missionary work of the Diocese to each Annual Convention.

The Archdeacon.

How appointed.

SEC. 325. An Archdeacon of the Diocese may be appointed by the Bishop, subject to confirmation by the Convention of the Diocese, or, when the Convention is not in session, by the Board of Missions and Standing Committee of the Diocese. He may be removed by the Bishop, at any time, with the approval of the Board of Missions.

May be removed by the Bishop.

Duties of.

SEC. 326. The duties of the Archdeacon shall be those of a General Missionary, under the direction of the Bishop, and Adjutant to the Bishop in the work of the Church in the Diocese. He shall be *ex officio* a member of each Convocation.

Member of Convocation.

Salary.

SEC. 327. The salary of the Archdeacon shall be fixed by the Convention, to be paid out of the Church Extension Fund and the Episcopal and Convention Fund as the Convention may by Resolution apportion it.

The Convocations and the Deans.

Convocations.

SEC. 335. The Convocations of the Diocese shall be as follows: The Convocation of San Francisco, to include the City and County of San Francisco and the Counties of Alameda, Contra Costa, and Marin. The Convocation of San Jose, to include the Counties of San Mateo, Santa Clara, Monterey, Santa Cruz, San Benito, and San Luis Obispo.

Meetings.

Clerical Members.

Lay Members specially elected.

Business.

SEC. 336. At all meetings of the Convocation, of which there shall be at least two annually, every Clergyman canonically resident within its district shall be entitled to a seat and vote, as shall also such lay delegates as shall have been chosen from each Parish and Mission within the Convocation prior to each meeting, in the manner

prescribed by each Convocation in its by-laws. The meetings of Convocation shall have for their principal object the consideration of missionary work. Such missionaries as are members shall report concerning their work. It shall also be the purpose of the Convocational meetings to bring Clergy together in fraternal intercourse and to promote their spiritual and intellectual life. Each Convocation may make its own rules and by-laws in furtherance of these objects.

Convocation may make rules.

SEC. 337. In each Convocation there shall be a Dean, to be appointed by the Bishop upon the nomination of the Convocation at a regular meeting thereof, whose term of office shall be two years. The Deans shall preside at the meetings of Convocation, in the absence of the Bishop, and shall perform such other duties as may be prescribed by Canon.

Deans, how appointed.

Deans, duties of generally.

SEC. 338. The Deans of Convocations shall promptly return to the Secretary of the Board of Missions, together with their own comments and recommendations in relation thereto, the quarterly reports of Missionaries required by Section 362.

Deans to report to Board of Missions.

The Mission.

SEC. 345. A Mission may be organized in any town, or any district of a city or country region, not included at the time in any Parish or Mission boundaries, or within such boundaries with the consent of the Standing Committee of the Diocese, and after due notice to the Parish within whose boundaries the proposed Mission is to be established, and opportunity for said Parish to be heard, according to Section 252 of these Canons, by the following procedure: (*a*) A written application to the Bishop for the organization of a Mission, signed by at least six adult persons residing within the town or district, stating their readiness to undertake the duties and obligations

Missions, how organized.

Application.

CHURCH DIVINITY SCHOOL of the PACIFIC LIBRARY

Bishop's permission.

Meeting to organize.

Who to preside.

Proposed Mission shall make pledge to Missionary Fund.

Name.

First officers.

implied in such organization; (*b*) The Bishop's written authority for the organization of the Mission, which shall include a definition of the bounds thereof as provided in Section 375 of these Canons; (*c*) A meeting duly called of those desiring the organization of the Mission and held within the boundaries thereof as defined by the Bishop, over which the Bishop in person, or the Archdeacon or the Dean of the Convocation in behalf of the Bishop, shall preside as organizer; *provided, however,* if impracticable for any of the officials named to attend such meeting the Bishop may appoint any Clergyman to act in his behalf. At this meeting there shall be an agreement entered into on the part of the proposed Mission to pay some stated and satisfactory amount monthly to the Church Extension Fund of the Diocese as required by Section 347 of these Canons; and the Organizer shall then give the Mission a name, and shall appoint a Warden, a Clerk and a Treasurer of the Mission to serve until the first Tuesday after the first Sunday in Advent next thereafter, and thereupon declare the Mission duly organized.

Organizer to report to Bishop.

To file report with Board of Missions.

SEC. 346. The Organizer of a Mission shall immediately prepare a certificate signed by himself showing that the required procedure has been taken and the Mission duly organized, which certificate, except when the Bishop is present as organizer, shall be forwarded by him to the Bishop, and a copy thereof, with other papers required by Section 345 of these Canons, shall be delivered by him to the Secretary of the Board of Missions to be placed on file.

Monthly pledge to Board of Missions.

Failure to pay pledge.

SEC. 347. Every Mission in which a Missionary of the Diocese ministers shall pledge and pay monthly to the Fund for Church Extension in the Diocese such amount as may be agreed upon, from time to time, by the Mission and the Board of Missions. And the refusal or failure of any Mission to make or continue such pledge or payment shall be sufficient ground for the withdrawal

of the Missionary's services or dissolution of the Mission by the Bishop. A Mission shall not pay any salary to the Missionary, or other Clergyman officiating therein, except with the expressed approval of the Board of Missions.

Shall not pay salary to Missionary.

SEC. 348. The Warden, Clerk and Treasurer of a Mission, after its first organization, shall be elected annually on the first Tuesday after the first Sunday in Advent, or as soon thereafter as practicable, at a public meeting of the members of the Mission; and the qualifications for voters shall be the same as are or may be prescribed by Canon for voters in the election of the Vestry of a Parish. The Missionary in charge of the Mission shall be *ex officio* Chairman of the meeting. In his absence, or if there be no Missionary in charge, a Chairman *pro tempore* shall be chosen. The result of the election of officers, and any action taken in regard to the pledge and payments by the Mission to the Church Extension Fund of the Diocese at this or any meeting of the members of a Mission or of its Board of Officers, shall be immediately reported by the Missionary or Chairman of the meeting to the Dean of the Convocation. With the written approval of the Bishop, the Dean may at any time remove from office the Warden, Clerk and Treasurer of a Mission, or any one of them, and appoint others in their stead. In case of a vacancy in the office of Warden, Clerk, or Treasurer, or from the failure of any Mission to elect such officers as provided in this Section, or if officers so elected refuse, or fail to accept and discharge the duties of their offices, the Dean of the Convocation may appoint some suitable person or persons to fill such office or offices until the time of the next annual election.

Officers, how and when elected.

Mission election.

Voters.

Chairman.

Election to be reported to the Dean.

Officers may be removed.

Vacancy or failure to elect.

Fail to act.

SEC. 349. The Warden, Clerk and Treasurer of a Mission shall perform the duties usually pertaining to like offices in a Parish, and such as may be required by Canon or by orders of the Board of Missions; and with the

Duties of Warden, Clerk and Treasurer.

Board of Officers of the Mission.

Missionary as *ex officio* Chairman shall constitute the Board of Officers, to represent the Mission in and have charge of its secular and financial affairs, subject to such civil and canonical limitations as may be provided.

Register to be kept.

SEC. 350. In every Mission there shall be kept by the Missionary in charge, or in his absence by the Warden or Clerk, a Register of baptisms, confirmations, marriages and burials, together with a list of communicants connected with the Mission.

The Property of the Mission.

Title to property, how vested.

SEC. 355. The title to real estate given to or purchased by a Mission, or given or purchased for the Protestant Episcopal Church in places where there is no organized Mission or Parish, shall be vested in the Corporation known as "The Protestant Episcopal Church in the Diocese of California," in trust for such Mission or

Rents and profits.

Church; *provided,* that the use and the rents and profits of such property shall belong to the Mission, if there be one duly organized, subject to the Canons and usages of this Church; and *provided,* also, that the Mission or

Taxes, etc.

Church in such place shall provide for and pay all taxes, insurance and other expenses pertaining to the care and preservation of such property and the improvements

May erect buildings.

thereon; and *provided, further,* that with the express approval of the Board of Missions, or subject to such orders as may be given by the Board applicable thereto, a Mission may erect buildings, and maintain, and from time to time repair the same, upon such real estate. Upon the

Property of a dissolved Mission.

dissolution of a Mission, the books and the property thereof, other than real estate, shall be turned over and belong to the Board of Missions; *provided, furthermore,*

Title to encumbered property, how vested.

that if real estate about to be acquired by or for a Mission is encumbered, or it is contemplated to encumber the same for the purpose of raising money for improvements thereon, the title may be temporarily vested in the Bishop

as a Corporation Sole, or in an individual approved by the Board of Missions, to be held by such Corporation Sole or individual, as Trustee, till such time only as shall be necessary to clear the same from encumbrances, when it shall be conveyed to the Corporation known as "The Protestant Episcopal Church in the Diocese of California."

The Missionary.

Who are Missionaries.

SEC. 360. Missionaries of the Diocese shall be such Clergymen as shall be appointed by the Bishop for missionary work in the Diocese, and assigned by him to the charge of organized Missions, or to work in places not within any Parish or Mission boundaries, and actually engaged in carrying on the work to which they are assigned; *provided,* that a Missionary may be assigned to two or more Missions or other Missionary charges; and a Rector of a Parish, with the approval of the Vestry, may be assigned to duty as a Missionary outside of the boundaries of the Parish of which he is Rector, and be given a Missionary stipend therefor.

Missionary may have several fields.

A Rector may be.

Duties of.

SEC. 361. The duties of a Missionary in charge of a Mission shall be as far as applicable the same as those of the Rector of a Parish, as prescribed in Section 293 of these Canons.

To make quarterly reports to Secretary.

SEC. 362. Every Missionary of the Diocese, or Clergyman doing Missionary work in the Diocese, shall quarterly transmit to the Secretary of the Board of Missions, in duplicate, a written report, separately for each Mission in his charge, in such form as may be prescribed by the Board of Missions. The Secretary of the Board of Missions shall forward one copy of said reports to the Dean of the Convocation in which the Mission is situated.

Secretary to forward reports to Deans.

Services Established Within Parish Boundaries.

SEC. 366. With a view to Church Extension and to the more complete occupation of territory, Sunday Schools

Services in Parish bounds, how established.

and the Services of the Church may be established within the boundaries of existing Parishes and Missions in the manner herein set forth. Whenever it shall appear to the Bishop that there is an opportunity for such Church Extension, he may, by and with the advice and consent of three-fourths of the entire Standing Committee and after notice to, and opportunity to be heard by such Parish or Mission in the manner prescribed in Section 252 of these Canons in the matter of a proposed Parish, cause a Sunday School to be started and maintained and the Services of the Church to be had at such point or points as shall have been fixed upon, placing the same under the charge of such clergymen as he with the advice and consent of the Board of Missions may select; *provided,* that no Congregation so established shall be organized as a Parish or Mission except in accordance with the provisions of Sections 250 to 253 or 345 and 346 of these Canons.

CANON XII.

Of Parish and Mission Boundaries.

Bounds generally.

SEC. 375. The bounds of a Parish or Mission shall be the limits of any village, town, city, county, or section of a county, as fixed by law, which may have been recognized by the Bishop in the organization of the same. In the organization of a Parish within the territorial limits of an existing Parish or Mission, or of existing Parishes or Missions, the bounds shall be those defined in the formal consent of the Bishop and the Standing Committee, as provided in Section 251 of these Canons. In the organization of a Mission within the territorial limits of an existing Parish or Mission, or of existing Parishes or Missions, the Bishop shall define and limit the bounds of the said Mission.

Of Parish organized within limits of existing Parish.

Bounds of Mission within limits of existing Parish.

Bounds unchangeable without authority.

SEC. 376. The boundaries as set forth in this Canon shall be held as legally fixed, for all purposes of these

Canons, until they shall be changed or modified by the same authority which created them.

How boundaries may be changed.

SEC. 377. In the case of an established Parish seeking to change its boundaries, the Bishop and Standing Committee shall have power to determine the new boundaries, or to change the boundaries of any contiguous Parishes affected by such change, subject to the same conditions of notification, provisions for objection and time for decision as provided for in Section 252 of these Canons, and the said determination of the Bishop and Standing Committee shall be made known to the petitioning Parish in such manner as they shall see fit.

Boundaries affecting spiritual cure.

SEC. 378. If there be but one Parish or Mission within any village, town, city, county, or section of a county, it shall be deemed the spiritual cure of the Clergyman having charge thereof. If there be two or more Parishes or Missions therein, it shall be deemed the cure of the Clergymen thereof.

Residence of parishioner outside of Parish limits.

SEC. 379. For the purpose only of private or domestic pastoral ministrations, the residence, wherever situated, of each registered parishioner of any Parish or Mission shall be deemed a part of the Parish or Mission in which such parishioner is registered.

Institutions made special cures.

SEC. 380. Any Diocesan or Non-Parochial Church Institution, apart from the regularly established Parishes and Missions of the Diocese, in which, by the appointment of the Bishop, a Clergyman of the Diocese officiates as Chaplain, and any secular Institution in which the ministrations of the Church are to be provided by or under the appointment of the Bishop, may be designated as the special cure of the Clergyman officiating therein or in charge thereof, for purposes of ministering to the inmates, pupils, patients and employees thereof, and for those purposes only.

CANON XIII.

Of Parochial Reports.

Report to be filed with the Secretary and Treasurer of Diocese.

SEC. 390. On or before the eighteenth day of December of each year, each Parish or Mission shall file with the Secretary of the Convention an Annual Report, in form as prescribed in Section 391 of these Canons, and shall at the same time deliver a copy of said report to the Treasurer of the Diocese, for the use of the Committee on Finance, to be used in preparing a schedule of assessment for Diocesan purposes. Any Parish or Mission failing to so file with the Treasurer a copy of its report, as above required, shall be arbitrarily assessed.

Penalty for not filing.

Form of annual reports.

SEC. 391. The annual report of each Parish or Mission shall be substantially as follows:

PAROCHIAL REPORT.

Of.....Church.....County of .....Diocese of California
To the Rt. Rev. .....Bishop of California.

Reverend Father in God.

We respectfully present our annual report for the Convention year, ending on the first day of December, 19..

PARISH—The Rev. .....Rector; .....Wardens; .....Clerk; .....Treasurer.

CONGREGATION—Families.....; Persons not in families.....; Total No. Individuals....; Confirmed Persons....; Baptisms—Adults....; Children....; Confirmed during the year....; Marriages...; Burials...; Communicants—Admitted...; Received ....; Removed....; Died....; Present No.....; Public Services—Sundays.....; Other days.....; Holy Communion—In Public....; Private....; Sunday School Teachers....; Scholars ....; Bible Class....; Parochial Missions No. ....

FINANCES—Receipts:—Pew Rents $....; Pledges $...; Offertory $.....; Donations $.....; Income from Property $.....; Borrowed $....; Other Sources $....

Disbursements—Parochial Clergy $.....; Current Expenses $....; Improvements $....; Alms and Charities $....; Sunday School (from Parish funds) $....; Parochial Missions $....; City Missions $....; Parish Schools $....; Debt $....; Other Objects $....; Total $....

DIOCESAN—Episcopal and Convention Fund $....; Church Extension $....; Disabled Clergy $....; Widows and Orphans ....; Endowment Fund $....; Other Objects $....; Total $....

GENERAL—Domestic Missions $....; Foreign Missions $....; Other Objects $....; Total $....

SUNDAY SCHOOL—Receipts $.....; Disbursed Acct. Expenses $....; Other Objects $....

PROPERTY—Value Church and Lot $.....; Parsonage and Lot $....; Other Property $....; Condition....

Amount annual salary pledged to Rector and Assistant $.....
Total Indebtedness—Funded $....; Floating $....

CANON XIV.

Of the Standing Committee.

Vacancies.

SEC. 400. The Standing Committee shall have power to fill any vacancy or vacancies which may occur in its own body.

Officers of, when elected.

SEC. 401. The officers of the Standing Committee shall be a President and a Secretary, to be elected from and by the members thereof at the first meeting following the Annual Convention of this Diocese; *provided*, that the President shall be chosen from the Clerical members.

Meetings, how called.

SEC. 402. The President of the Standing Committee may call a meeting thereof at any time, and shall call a meeting when requested to do so by any three members of the Committee; *provided*, such request be made in writing.

Annual report to Convention.

SEC. 403. The Standing Committee, through its Secretary, shall make a full report of its doings to each

Annual Convention of this Diocese, and the said report shall be published in the Journal of the Convention.

CANON XV.

Of the Registrar of the Diocese.

Duties.

SEC. 410. It shall be the duty of the Registrar to procure all journals, papers, reports, pamphlets, and other documents, manuscript or printed, relating to the history of the Church in this Diocese; as also such other journals, histories and records of the Church in the United States as belong, or shall hereafter belong, to the Convention of this Diocese, to put them in order and preserve them in some safe place.

To solicit foreign documents.

SEC. 411. It shall also be the duty of the Registrar to solicit, in the name of the Convention, donations of the journals and other Church documents of the several Dioceses in the United States, and by the exchange of duplicates, or otherwise, to provide for the increase of the collection.

Duties under Canons of General Convention.

SEC. 412. The Registrar shall also perform the duties required by Canon XLIX, Section 2, of the Canons of the General Convention, relating to the mode of securing an accurate view of the State of the Church.

Annual report to Convention.

SEC. 413. The Registrar shall also present to each Annual Convention of this Diocese a full and accurate report of all collections of journals, etc., made, and all official acts done by him during the year, and the said report shall be published in the Journal of the Convention.

CANON XVI.

Of the Directors of the Incorporated Diocese.

Election of Directors.

SEC. 420. At each Annual Convention of this Diocese there shall be elected six persons who, with the Bishop of the Diocese, *ex officio* (or if there be a Bishop Coadjutor

who is the Ordinary of the Diocese, then the Bishop Coadjutor), shall constitute a Board of Directors of that Corporation, legally known as "The Protestant Episcopal Church in the Diocese of California," as required by the Articles of Incorporation of said Corporation, a copy of the By-Laws of which Corporation is appended to these Canons.

(See Articles and by-laws of Corporation.)

CANON XVII.

Of Commissions,

Board of Christian Education.

Board of Christian Education.

SEC. 430. (*a*) There shall be a Board of Christian Education of the Diocese consisting of the Bishop, *ex officio*, as Chairman, and six Clergymen and five Laymen to be elected by the Convention, and four women to be elected by the House of Churchwomen.

To divide into Three Classes.

(*b*) At the first meeting of the Board the fifteen elective members shall divide themselves into three classes of five members each: Class "A" to consist of two Clergymen, two Laymen, and one woman, to serve for three years; Class "B" to consist of two Clergymen, one Layman, and two women, to serve for two years; and Class "C" to consist of two Clergymen, two Laymen, and one woman, to serve for one year—to the end that thereafter one-third of the elective membership of the Board shall be elected every year for a term of three years.

Three Members elected each year.

(*c*) Vacancies occurring between the sessions of Convention may be filled by the Bishop.

Duties of.

(*d*) It shall be the duty of the Board to investigate and consider all matters pertaining to Christian Education in the Diocese, and to initiate measures for furthering the interest of the same.

Annual Report.

(*e*) The Board shall report to the Annual Convention each year such facts and recommendations as it may deem of value.

By-laws.

(*f*) The Board may adopt By-Laws under which it may properly conduct its business.

Social Service Commission.

Membership.

SEC. 432. (a) There shall be a Social Service Commission consisting of the Bishop, *ex officio,* and three Clergymen, and three Laymen, to be elected by the Convention, and three Laywomen, to be elected by the House of Churchwomen.

Divide into three classes.

(*b*) The Secretary of the Convention shall, within thirty days after the adoption of this Canon, convene the Commission for organization. At this meeting, the nine elected officers shall divide themselves into three groups, consisting each of one Clergyman, one Layman and one Laywoman, to hold office for one, two and three years, respectively, and until their successors are elected, to the end that thereafter one Clergyman, one Layman and one Laywoman shall be elected at each Annual Convention, to hold their offices for three years.

Three elected annually.

Vacancies.

(*c*) All vacancies occurring in said Commission by reason of death, removal from Diocese, resignation or otherwise, shall be filled by appointment by the Bishop until the next Annual Convention, when the vacancy shall be filled for the balance of the term.

Duties of.

(*e*) It shall be the duty of the Commission to investigate and consider all matters pertaining to the social welfare and improvement affecting people within the boundaries of the Diocese; to report on the same, and make recommendations for the action of the Convention.

(*f*) To organize and to educate the people of the Diocese with regard to local social conditions and needs.

(*g*) To co-operate with the Joint Commission of the General Convention on Social Service, and other Social Service Commissions.

(*h*) There may be an Associate Membership, consisting of one Clergyman, one Layman, and one Laywoman, from each Convocation in the Diocese, these members to be chosen by the Convocation in such manner as the Convocation may deem best. **Associate membership.**

(*i*) The Commission shall file with the Secretary of the Convention, at least twelve days before the meeting of the Convention, its report, properly signed, with all proposed resolutions appended, which the Secretary shall have printed for the use of the Convention. **Report to be filed.**

Commission on Church Charities.

SEC. 433. There shall be a Commission on Church Charities, to consist of nine members, to be appointed by the Bishop, to investigate, promote the interests of and report at each Convention upon the several charitable institutions in the Diocese; *provided,* that a majority of such Commission shall be persons who are not officers of nor members of any board of such charitable institutions. **Membership duties.**

CANON XVIII.

Of the Funds of the Diocese.

The Endowment Fund.

SEC. 440. There shall be an Endowment Fund, the interest of which shall be appropriated to the support of the Bishop of this Diocese, and of the Bishop Coadjutor, if there be one. **Endowment Fund.**

SEC. 441. The Endowment Fund shall consist of such donations and contributions as shall be made thereto from private and public sources, together with the proceeds of a collection to be made annually in each Parish and Mission of this Diocese; and it is recommended by **How raised.**

the Convention of this Diocese that the said annual collection be made on the morning of Whitsunday, or as soon thereafter as possible.

Custody of fund.

SEC. 442. The Endowment Fund, together with all contributions thereto, shall be paid to and held in trust by that Corporation known as "The Protestant Episcopal Church in the Diocese of California."

Episcopal and Convention Fund.

Episcopal and Convention Fund.

SEC. 450. There shall be an Episcopal and Convention Fund the proceeds of which shall be applied to the payment of the salary of the Bishop of this Diocese, of the Bishop Coadjutor, if there be one, of the expenses of the Convention and contingent expenses of the Diocese, as by Canon or Resolution of the Convention may be prescribed.

How raised.

SEC. 451. (*a*) The Episcopal and Convention Fund shall be derived from the interest received from the Endowment Fund, from such contributions and donations as may be made thereto, from the collection at the Opening Service of each Annual Convention, and from the Annual Assessment of each Parish and Mission of this Diocese to be fixed by the Committee on Finance and reported to each Annual Convention of this Diocese.

Basis of assessment for.

(*b*) The amount assessed upon each Parish or Mission for the above purpose shall be based upon its Current Expenses, being the amount paid for ministerial and other salaries, organist, choir, sexton, lights, heating, and all other current parochial expenses incurred for conducting and maintaining the services, the care, preservation, ordinary repairs and expenses of church buildings and parsonages and ground, exclusive of interest paid and amounts paid on account of mortgage or funded debt, or for permanent improvements, as shown by its Annual Report for that year and the Reports of the two years

next preceding. The Committee in determining the amount of the Current Expenses may consider the income side of the Annual Report. If in any Parish the Rectorship is vacant or the Current Expenses are exceptionally small, the Committee shall take the average of previous years.

What Committee may consider.

(*c*) The Parishes and Missions shall be divided into six classes, according to the amounts of their respective Current Expenses, as follows:

Parishes, etc., to be divided into six classes.

Class 1 shall comprise all under $1,000
" 2 " " " from $1,000 to $2,000
" 3 " " " " $2,000 to $2,500
" 4 " " " " $2,500 to $3,000
" 5 " " " " $3,000 to $3,500
" 6 " " " over $3,500

Class 1 shall be assessed, according to their respective abilities, in such sums as the Committee shall deem just. The balance of the amounts required shall be distributed among the other Parishes and Missions in the ratio or proportion of five per cent on Class 2, six per cent on Class 3, seven per cent on Class 4, seven and one half per cent on Class 5, and eight per cent on Class 6.

How each class assessed.

(*d*) But should the Committee in any individual case have reason to believe that such assessment, so made, would be oppressive, they may report their reasons for such opinion and recommend to the Convention such assessment as they may deem equitable; *provided*, that if any Parish or Mission shall fail to file with the Treasurer of the Diocese, as required by Sections 390 and 391 of these Canons, a copy of its Annual Report for that year, then the Committee on Finance shall arbitrarily fix the amount of the assessment of such Parish or Mission.

How an assessment may be reduced.

Penalty for not filing Annual Report.

SEC. 452. Each Parish and Mission of this Diocese shall pay to the Treasurer of the Diocese forty per cent of its assessment for the Episcopal and Convention Fund

How to be paid.

on or before the first day of March, and twenty per cent on or before the first days of June, September and December of each year.

Bishop to be paid monthly.

SEC. 453. The Treasurer of the Diocese shall each month pay to the Bishop and Coadjutor Bishop, if there be one, a *pro rata* of their salaries from the funds in his hands belonging to the Episcopal and Convention Fund.

Finance Committee to supervise contracts.

SEC. 454. All contracts for printing or other supplies in excess of $10, and which have not been specifically provided for by the Convention as to amount, shall be under the supervision of the Finance Committee.

Appropriations, how made.

SEC. 455. No appropriation of money from the Convention Fund shall be made unless it has first been referred to and reported on by the Committee on Finance.

The Church Extension Fund.

Church Extension Fund.

SEC. 460. There shall be a Fund for Church Extension to sustain the operations of the Board of Missions of this Diocese.

How raised.

SEC. 461. The Fund for Church Extension shall be derived from the following sources: (*a*) From the monthly contribution of each organized Mission of this Diocese, as provided in Section 347 of these Canons; (*b*) from a collection to be made quarterly in each Parish and Mission in this Diocese; and it shall be the duty of every Rector or Minister in charge of any Parish or Mission to give due notice of and to take such collection, at the midday service, on the second or some other Sunday in the months of February, May, September, and December of each year, and to cause the full amount of such collection to be paid promptly to the Treasurer of the Diocese; (*c*) from any appropriation to this Diocese by the General Board of Missions; (*d*) from donations; (*e*) from the collections made at any general or special Church Extension or Missionary service held in this Diocese; (*f*) from any collection or collections made at the sessions of

Pledge of Missions.

Quarterly Collections.

From General Board.

Donations.

Missionary meetings.

the Convocations of this Diocese; (*g*) from the collection which shall be made in each Parish and Mission of this Diocese at any Service when the rite of Confirmation shall be administered; such collection to be an additional offering and not to displace, take the place of, or be substituted for any one of the quarterly collections hereinbefore required; and (*h*) from the contributions of branch Missionary Societies; *provided,* (*i*) that whenever any Parish or Mission, from its Easter collection, special Missionary effort during Lent, or any other method adopted by its Rector and Vestry or Board of Officers, shall pay to the Treasurer of the Diocese within twenty days after Easter the full amount apportioned to it by order of the Convention for Church extension within the Diocese, then such Parish or Mission shall be absolved from complying with the requirements of clauses "b" and "g" of this section.

Convocation collections.

Collections at Confirmation Services.

SEC. 462. The Fund for Church Extension, and all moneys due or accruing thereto, shall be paid to the Treasurer of the Diocese, who shall pay no money from said Fund, except upon a warrant authorized by the said Board of Missions.

Custody of and how disbursed.

SEC. 463. Any Annual Convention may by resolution provide for the unification of all collections and contributions made under clauses b, e, f, g and h of Section 461 and moneys raised or collected in any Parish or Mission for the Domestic and Foreign Missionary Society of the General Church into one General Church Extension Fund and for the distribution of the same as the same may be provided for in said resolution or any amendment thereof.

Convention may combine or re-arrange.

The Disabled Clergy Fund.

SEC. 470. There shall be a Fund for the relief of disabled Clergy of this Diocese, to be known as the "Disabled Clergy Fund."

Disabled Clergy Fund.

How raised.

SEC. 471. The Disabled Clergy Fund shall be derived from donations and contributions, and from an annual collection or collections to be made in each Parish and Mission of this Diocese on Christmas Day.

Christmas Collection.

In charge of Board of Missions.

SEC. 472. The Board of Missions shall have charge of this Fund, and shall account therefor to each Annual Convention; *provided, however,* that the principal of this fund shall be invested in the name of and remain under the control of the Corporation of the Diocese, and only the revenue from the invested fund and special contributions and such portion of the Christmas collection for the current year not to exceed fifty per cent thereof, as the Board of Missions may deem necessary, shall be used for the relief of beneficiaries or expenses, the unappropriated balance of the Christmas collection, if any, to be annually added to the Invested Fund.

Principal vested in Corporation.

Portion for relief.

Beneficiaries.

SEC. 473. The income of the Disabled Clergy Fund shall only be used for the relief of those Clergy in good standing who are canonically connected with this Diocese and resident in the same, and have been actively engaged in ministerial labors in this Diocese for five consecutive years.

The Widows and Orphans' Fund.

Widows and Orphans' Fund.

SEC. 478. There shall be a fund for the relief of the widows and orphans of deceased Clergymen, to be known as "The Widows and Orphans' Fund."

How raised.

SEC. 479. The Widows and Orphans' Fund shall be derived from donations and contributions, and from an annual collection or collections to be made in each Parish and Mission of this Diocese on Ash-Wednesday.

Ash Wednesday collection.

In charge of Board of Missions.

SEC. 480. The Board of Missions shall have charge of this Fund, and shall account therefor to each Annual Convention; *provided, however,* that the principal of this fund shall be invested in the name of and remain

under the control of the Corporation of the Diocese, and only the revenue from the invested fund and special contributions and such portion of the Ash-Wednesday collection for the current year, not to exceed fifty per cent thereof, as the Board of Missions may deem necessary, shall be used for the relief of beneficiaries or expenses, the unappropriated balance of the Ash-Wednesday collection, if any, to be annually added to the Invested Fund.

Principal vested in Corporation.

Portion for relief.

SEC. 481. The income of the Widows and Orphans' Fund shall be used only for the relief of the widows and orphans of those Clergymen, in good standing, who were canonically connected with this Diocese and resident in the same at the time of their death, and had been actively engaged in ministerial labors therein for at least five years; *provided, however,* that if at any time the whole of such income be not required by such beneficiaries, relief may be granted therefrom from month to month to the widows and orphans of Clergymen who may have served for a lesser period than five years.

Beneficiaries.

Clergy Retiring Fund.

SEC. 485. There shall be a fund from which to provide annuities to aged Clergymen, to be known as "The Clergy Retiring Fund."

Clergy Retiring Fund.

SEC. 486. The Permanent or Invested Fund of the Clergy Retiring Fund shall be derived from donations, contributions, and bequests. The fund shall be invested in the name of and remain under the control of the Corporation known as "The Protestant Episcopal Church in the Diocese of California."

How raised.

Principal vested in Corporation.

SEC. 487. Only the revenue from the Invested Fund, special contributions, or donations so designated shall be used for annuities and expenses.

Income only to be used.

Who entitled to be annuitants.

SEC. 488. (*a*) Any Clergyman in this Diocese not in the receipt of a stated salary, who shall have been a resident, canonically or in fact, and in active service within the Diocese for fifteen years immediately preceding his application, having reached the age of sixty-five years, and who shall have made application to the Bishop, stating his desire to retire from the active duties of the ministry, shall be entitled to receive an annuity of not exceeding five hundred dollars, less any amount which the annuitant may receive as a beneficiary of the Disabled Clergy Fund or the General Clergy Relief Fund, or *pro rata* if there be more than one beneficiary and there be not a sufficient amount in the income fund to pay the annuitant or annuitants in full. Said annuities to be duly paid by the Treasurer of the Diocese in quarterly installments.

How much each one may receive.

How paid.

If not sufficient, how Apportioned.

(*b*) The Treasurer, if there be not a sufficient amount in the Income Fund to pay the full annuities accruing in any one year, shall, on the first day of February of each year, divide the amount received for the Income Fund during the preceding twelve months in equal shares among the Clergymen entitled to the benefits of this Fund during the current year. All income not expended shall be added each year to the Invested Fund.

Unexpended Income added to Invested Fund.

Bishop and Standing Committee to pass on title.

(*c*) The Bishop and Standing Committee shall pass upon the title of any Clergyman applying under this section, and, if approved, shall certify the same to the Treasurer of the Diocese.

Allowance not to create any liability.

(*d*) *Provided, always,* that the allowance and certification aforesaid shall not create any liability against the Fund or the Diocese in favor of the annuitants, excepting so far as the amount in the Income Fund on the first day of February of each year (received during the preceding twelve months) will pay the claims accruing during the current year. All annuities shall date from the first of January next following the allowance of the application.

CANON XIX.

The Bishop to be a Corporation Sole.

Corporation Sole.

SEC. 510. The Bishop of this Diocese shall become a Corporation Sole under the laws of this State, by the title of "The Protestant Episcopal Bishop of California," for the administration of such temporalities and the management of such estate and property as may be granted or in any manner committed to him for the uses, purposes or behoof of this Church, that is to say, the Church now known as the Protestant Episcopal Church in the United States of America, or any Diocese, Dioceses or other subdivisions or institutions of the said Church or any religious, benevolent or educational objects connected therewith.

CANON XXI.

Of Discipline.

Trial of a Clergyman not a Bishop.

Discipline.

SEC. 530. Whenever any Minister of this Diocese, not being a Bishop thereof, shall become "liable to presentment and trial," under the provisions of any Canon of the General or Diocesan Convention, the mode of proceeding in this Diocese shall be as follows:

Presentment.

SEC. 531. (*a*) The trial shall be on a presentment in writing, addressed to the Bishop of the Diocese, specifying the offense or offenses of which the accused is alleged to be guilty, with reasonable certainty of their time, place and circumstances. Such presentment may be made by the majority of the members of the Vestry of any Church of which the accused is a Minister, or by any five members of a Mission of which he may have charge, or by any three Presbyters of this Diocese, entitled to seats in the Convention, or as hereinafter mentioned.

By whom may be made.

Bishop may appoint Court of Inquiry.

(*b*) Whenever, from public rumor or otherwise, the Bishop shall have reason to believe that any Clergyman is under the imputation of having been guilty of any

offense or misconduct for which he is liable to be tried, and that the interest of the Church requires an investigation, it shall be his duty to appoint a Court of inquiry of five persons, of whom three at least shall be Presbyters, to examine the case, a majority of whom may make such examination; and if there is, in their judgment, sufficient ground for presentment, they shall present the Clergyman accordingly.

Court of Inquiry, how constituted and its duties.

(*c*) Whenever it shall be represented to the Standing Committee, in writing, by any Minister of the Diocese and two communicants entitled to vote in the Parish or Mission to which they belong, that any Presbyter or Deacon of this Diocese is charged, by public rumor or otherwise, with any offense or misconduct for which ministers may be "liable for presentment and trial" in this Church, the Standing Committee shall consider such representation, and shall, without unnecessary delay, make or cause to be made such *ex parte* or other investigation as the nature of the case permits, and if the Standing Committee or a majority thereof shall then deem that there is reasonable ground therefor, or that the interests of the Church require, the Committee shall either present the accused Minister for trial, or apply to the Bishop for a Court of Inquiry in the matter, said Court to be appointed and to proceed as provided in Clause *b* of this Section.

Standing Committee to investigate rumors, when requested.

Standing Committee to present or ask for a Court of Inquiry.

(*d*) Any Minister of this Diocese against whom charges are made or evil reports are current, from public rumor or otherwise, in matters for which he might be presented for trial, may request of the Bishop, in writing, that an investigation be made concerning such charges or evil reports, and it shall then be the duty of the Bishop to appoint a Court of Inquiry in like manner and for like purpose.

Any Minister accused may request Court of Inquiry.

(*e*) *Provided*, that no presentment shall be entertained in any case on account of an offense committed more than three years before the date of such presentment.

Limitation of three years from offense.

Presentment may be dismissed in whole or in part.

SEC. 532. A presentment being made in any of the modes above prescribed, the Bishop, if the facts charged shall not appear to him to be such as constitute an offense, may dismiss it; or if it allege facts, some of which do and some of which do not constitute an offense, he may allow it in part, and dismiss the residue, or he may permit it to be amended. When it shall be allowed in whole or in part, the Bishop shall cause a copy of it to be served on the accused; and shall also nominate twelve Presbyters of this Diocese entitled to seats in the Convention, and not being parties to the presentment, and cause a list of their names to be served on the accused, who shall, within thirty days after such service, select seven of them, and notify their names in writing to the Bishop; and if he shall not give such notification to the Bishop within the said thirty days, the Bishop shall select seven, and the Presbyters so selected shall form an Ecclesiastical Court for the trial of the accused, of which the Bishop shall appoint the President and Recorder, and it shall meet at such time and place as the Bishop shall direct, and shall have power to adjourn from time to time and from place to place (but always within this Diocese).

May be amended.

Presentment to be served on accused.

Trial Court, how constituted.

President, Recorder.

Time and place of meeting.

Notice of first meeting of trial Court.

SEC. 533. A written notice of the time and place of their first meeting shall be served, at least thirty days before such meeting, on the accused, and also on one of the persons making the presentment.

First meeting of Court.

SEC. 534. If, at the time appointed for the first meeting of the said Court, the whole number of seven members shall not attend, then those who do attend may adjourn from time to time; and if, after one adjournment or more, it shall appear to them improbable that the whole number will attend within a reasonable time, then those who do attend, not being less than five, shall constitute the Court, and proceed to the trial, and a majority of the members shall decide all questions.

Five may proceed with trial.

Majority to decide all questions.

Plea of guilty.

SEC. 535. If a Clergyman presented shall confess the truth of the facts alleged in the presentment, it shall be the duty of the Bishop to proceed to pass sentence; and if he shall not confess them before the appointment of a Court before his trial, as before mentioned, he shall be considered as denying them.

Failure to plead.

Standing mute.

SEC. 536. If a Clergyman presented, after having had due notice, shall not appear before the Court appointed for his trial, the Court may, nevertheless, proceed as if he were present, unless for good cause the Court shall see fit to adjourn till another day.

Evidence to be written and signed by witness.

Confession during trial procedure.

SEC. 537. When the Court proceeds to trial, it shall hear such evidence as shall be produced, which evidence shall be reduced to writing and signed by the witnesses respectively. If, on or during the trial, the accused shall confess the truth of the charges as stated in the presentment, the Court may dispense with hearing further evidence, and may proceed at once to state their judgment to the Bishop as to the sentence that ought to be pronounced.

Court to recommend sentence.

Testimony out of Court, how taken.

SEC. 538. Upon the application of either party to the Bishop, and it being made satisfactorily to appear to him that any material witness cannot be procured upon the trial, the Bishop may appoint a Commissary to take the testimony of any such witness. Such Commissary may be a Clergyman or a Layman, and the party so applying shall give to the other at least six days' notice of the time and place of taking the testimony. And if the person on whom the notice shall be served shall reside more than forty miles from the place of examination, an additional days' notice shall be given for every additional twenty miles of the said distance. And both parties may attend and examine the witness, and the questions and answers shall be reduced to writing and signed by the witness, and shall be certified by the Commissary, and enclosed

Notice of taking.

Time allowed for distance.

Testimony out of Court, how taken and certified.

under his seal, and transmitted to the Court, and shall be received by it as evidence.

Decision, how rendered.

SEC. 539. The Court having deliberately considered the evidence, shall declare in a writing, signed by a majority of the members, its decision on the charges contained in the presentment, distinctly stating whether the accused is guilty or not guilty of such charges respectively, and also stating the sentence which, in their judgment, should be pronounced; and a copy of such decision shall be, without delay, communicated to the accused, and the original decision, together with the evidence, shall be delivered to the Bishop, who shall pronounce such canonical sentence as shall appear to him to be proper; *provided*, the same shall not exceed in severity the sentence recommended by the Court; and such sentence shall be final. Before pronouncing any sentence, the Bishop shall summon the accused and any three or more of the Clergy, to meet him at such time as may, in his judgment, be most convenient, in some Church to be designated by him, which shall for that purpose, be open at the time to all persons who may choose to attend, and the sentence shall then and there be publicly pronounced by the Bishop. But the Bishop, if he shall be satisfied that justice requires it, may grant a new trial to the accused, in which case, a new Ecclesiastical Court shall be appointed, the proceedings before which shall be conducted as heretofore directed.

What it shall contain.

A copy to accused.

Original to Bishop.

Sentence.

How, when, and where pronounced.

New trial.

Service of papers and proof of.

SEC. 540. All notices and papers contemplated in this Canon may be served by a summoner or summoners, to be appointed for the purpose by the Bishop, and whose certificate of such service shall be evidence thereof. In case of service by any other person the fact should be proved by the affidavit of such person. A written notice or paper delivered to a party, or left at his last place of residence, shall be deemed a sufficient service of such notice or paper.

What sufficient service.

Counsel allowed.

SEC. 541. The defendant and the presenters may have the privilege of appearing by counsel.

Bishop absent. Standing Committee to act.

SEC. 542. When there is no Bishop of this Diocese, or in his absence, if authorized to act as the Ecclesiastical Authority of this Diocese, the Standing Committee shall act in the place of the Bishop, for all purposes declared in this Canon.

CANON XXII.

Of Deputies

To the General Convention.

To notify Bishop of acceptance.

SEC. 550. It shall be the duty of the Deputies-elect to the General Convention from the Diocese of California to signify to the Bishop of this Diocese, in writing, at least thirty days before the meeting of the General Convention, their acceptance of the appointment and intention to perform its duties, in default of which the Bishop shall designate, by certificate, in writing, so many from those of the alternate deputies as may be necessary to represent this Diocese.

Otherwise. Alternates appointed by Bishop.

To Provincial Synod.

Deputies.

SEC. 551. (*a*) There shall be elected at the annual Convention next preceding the meeting of the Provincial Synod of the Pacific Coast, by the concurrent vote of both Orders, four Clerical and four Lay Deputies, who shall represent this Diocese in said Provincial Synod, and who shall continue in office until their successors are appointed.

Alternates.

(*b*) At the same Convention there shall be elected four Clerical and four Lay Alternate Deputies.

Qualifications, etc.

(*c*) All provisions contained in the Constitution and Canons of this Diocese relating to the qualifications, mode of election, terms of service, etc., of Deputies to the General Convention shall apply to Deputies and Alternates to the Provincial Synod.

CANON XXIII.

Of the House of Churchwomen.

House of Churchwomen, object.

SEC. 565. There shall be a House of Churchwomen to meet in the same week with the Convention with power subject at all times to the Constitution and Canons of the Diocese to legislate for the conduct of woman's work in the Church and to act in a consultative capacity upon such other matters as the Convention may from time to time submit to it for its opinion.

Place and time of meeting.

SEC. 566. The House of Churchwomen shall assemble in the same city or town appointed for the meeting of the Convention, but shall meet and deliberate separately from the Convention at such place in said city or town as shall be designated by the Ordinary, and on such hour and day during the session of the Convention as he shall announce at the opening service of the Convention.

Ordinary to appoint place.

How constituted.

SEC. 567. The House of Churchwomen shall consist of female delegates not exceeding five from each Parish and Mission in union with the Convention and entitled to representation therein. The delegates shall be elected annually at a meeting of women duly convened on some day in the first week in Advent. This meeting shall be announced at the same time and in the same way as the annual meeting of the Parish or Mission. The Elections shall be conducted in the same manner and be subject to all the Canons, Rules, and Regulations prescribed for the election of Vestrymen and officers of Missions; except that women only who are qualified to vote for Vestrymen of the Parish or officers of the Mission shall be qualified to vote for delegates to the House of Churchwomen. At the same meeting there may be elected, in the same manner, and with the same qualifications, Alternate Delegates. The President of the House shall designate one or more of such Alternate Delegates who may be present,

Delegates, how and when elected.

Election, how conducted.

Electors' qualification.

Alternate Delegates.

in the order in which their names shall appear on the Certificate of Appointment, to fill any vacancy which may occur in the delegation from the Parish or Mission.

Delegates' qualifications.

SEC. 568. No person shall be competent to serve as a delegate to the House of Churchwomen unless she is a communicant of the Church and has been a qualified voter of the Parish or Mission she represents during the six calendar months next preceding her election, and no person under Ecclesiastical Censure or Process shall be allowed a seat in the House of Churchwomen.

Delegates, how certified.

SEC. 569. The appointment of delegates to the House of Churchwomen shall be certified in writing by the Rector of Clergyman in charge of the Parish or Mission of which they are representatives, or in his absence by a Warden or by the Clerk of such Parish or Mission. Every certificate of the appointment of a delegate to the House of Churchwomen shall be substantially in the form provided for the certificate of appointment of delegates to the Convention.

Certificates to be sent to Secretary of Convention.

SEC. 570. The certificates of appointment of delegates to the House of Churchwomen shall be forwarded to the acting Secretary of the Convention at least one week previous to the time appointed for the meeting of the Convention, and the Secretary of the Convention shall thereupon prepare a list of the Parishes and Missions entitled to representation in the Convention and of the delegates elected from such Parishes and Missions to the House of Churchwomen. To provide for the first meeting of the House of Churchwomen the list prepared by the Secretary of the Convention shall be delivered by him to the Ordinary before the time appointed for the meeting; and for every subsequent meeting it shall be delivered by him to the Secretary of the House of Churchwomen before the time appointed for such meeting.

First meeting.

List of delegates to be sent to Secretary.

Regulations.

SEC. 571. The enactments passed by the House of Churchwomen shall be known as The Regulations of the House of Churchwomen.

Regulations presented to Ordinary for approval.

If vetoed, to be void.

SEC. 572. Every Regulation which shall have passed the House of Churchwomen shall, before it becomes valid, be presented to the Ordinary. If he approve, he shall sign it, but if not, he shall return it within twenty days, with his objections, to the Secretary of the House of Churchwomen, in which case it shall not be valid. The Secretary of the House of Churchwomen shall enter on their journal all objections taken by the Ordinary to any proposed Regulation. If any proposed Regulation shall not be returned by the Ordinary within twenty days after it shall have been presented to him, the same shall become valid in like manner as if he had signed it.

If not returned in twenty days, to be valid.

Ordinary to preside ex officio.

SEC. 573. The Ordinary shall *ex officio* be entitled to preside at all meetings of the House of Churchwomen and at all meetings of any Committee of the said House of Churchwomen, but shall have no vote at any such meeting.

To elect officers.

SEC. 574. The House of Churchwomen shall organize by electing a President and Secretary, who shall continue in office until their successors are elected. It shall have power to elect or appoint such other officers and committees as it shall deem advisable or necessary; to prescribe the duties of all officers whom it may elect or appoint; and to make rules of order governing the transaction of its business. The Secretary of the House of Churchwomen shall procure and keep a suitable book entitled Regulations of the House of Churchwomen of the Diocese of California, in which shall be recorded this Canon and all additions thereto or alterations thereof hereafter adopted by the Convention, and all Regulations adopted by the House of Churchwomen, and all objections made by the Ordinary to any Regulations that may be passed.

To prescribe duties of officers.

Order of Business.

Secretary to keep book of Regulations.

Reports to be printed, by whom.

SEC. 575. The Secretary of the Convention shall annually print from the Journal of the House of Churchwomen a report of its proceedings in like form as the Journal of the Convention is annually printed.

Quorum.

SEC. 576. A quorum of the House of Churchwomen shall consist of delegates from fifteen Parishes or Missions. No business may be transacted by the House except a quorum is present. If on any question a division be demanded by five delegates, then the vote shall be taken by Parishes and Missions, and each Parish and Mission shall be entitled to one vote and no more.

Vote by Parishes and Missions, how ordered.

Questions submitted by Convention, immediate action on.

SEC. 577. Whenever the Convention shall submit any matter to the House of Churchwomen for its opinion the matter so submitted shall be taken up and considered immediately, and the action of the House of Churchwomen thereon shall be certified in writing by the President and the Secretary of the House of Churchwomen to the Convention immediately upon the taking of such action.

Questions from House of Churchwomen to Convention, to receive prompt action.

SEC. 578. Whenever the House of Churchwomen shall submit any matter to the Convention for its opinion, the matter so submitted shall be taken up and considered immediately after the special order of the day, if there be one, or otherwise as promptly as may be, and the action of the Convention on the matter submitted to it shall be certified in writing by the Secretary of the Convention to the House of Churchwomen immediately upon the taking of such action.

Ordinary may submit matters for consideration, they to have precedence.

SEC. 579. The Ordinary may recommend to the House of Churchwomen for its consideration such matters as he may deem expedient, and the same, unless otherwise requested by him, shall be taken up and considered before any other business, excepting matters submitted by the Convention for the opinion of the House.

CANON XXIV.

Of Amendment and Enactment of Canons.

Amendments.

SEC. 590. (*a*) These Canons may be altered or amended by an affirmative vote of the majority of those voting.

Amendments to be filed with Secretary twenty days before Convention, otherwise not acted on.

(*b*) No proposed amendment or addition to the Canons shall be considered or affirmatively acted upon by any Convention (otherwise than by referring the same to a Committee to report thereon to the succeeding Annual Convention), unless duplicated copies of such proposed amendment or addition shall have been filed with the Secretary (see Section 37, Constitution) at least twenty days before the meeting of the Convention.

Copies to Committee on Canons.

(*c*) The Secretary shall deliver copies of all proposed amendments or additions to the Canons so filed with him to the Chairman of the Committee on Canons, appointed under Section 165 of these Canons, and such Committee shall report thereon on the first day of the Convention under Order of Business, Section 210 (13).

Committee to report on first day of Convention.

Referred at previous session may be considered.

(*d*) Amendments or additions to the Canons may be considered on the report of the aforesaid Committee or of any Special Committee to which such amendments or additions, or the subject-matter thereof, may have been referred at a previous Convention.

Committee may report substitute.

(*e*) The Committee to which any amendment or addition may have been referred, as in this Section provided, may in its judgment report a substitute for, or change any proposed amendment or addition, and shall report such other amendments to other Sections of the Canons as may be required in order to make the Canons homogeneous, if the proposed amendment or addition should be adopted.

May correct other Sections.

To be printed.

(*f*) The Secretary shall have copies of all proposed amendments or additions printed for the use of the Convention.

Emergency amendments, how made.

(g) *Provided, however,* that after due consideration by the Committee on Canons, upon its recommendation nem. con., a new Canon, or an amendment or amendments to a Canon, may be adopted by the Convention in which first introduced upon the following conditions: First, the passing of a resolution by the Convention on the first day by a two-thirds affirmative vote declaring that an emergency exists for the proposed action, and Second, fixing an hour for voting upon the proposed amendment or new Canon, and Third, its adoption without an opposing vote.

When Canons become operative.

SEC. 591. All Canons hereafter enacted, unless otherwise ordered, shall take effect on and after the adjournment of the Convention at which they are enacted.

CERTIFICATE.

Certificate of Bishop, Secretary, and Committee on Printing.

We, the undersigned, do certify that we have examined and compared the foregoing printed pages, for the purpose of determining whether they constitute a copy of the Constitution and Canons of the Protestant Episcopal Church in the Diocese of California, and of the whole thereof, as they stood at the adjournment of the Sixty-fourth Annual Convention of the Diocese, on the twenty-ninth day of January, Anno Domini one thousand nine hundred and fourteen, and we find the same to be a true copy of the said Constitution and Canons, and of the whole thereof, as they stood at said time.

William Ford Nichols,
Bishop of California.

Marion D. Wilson
Secretary of the Convention

Committee of
the Convention

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ARTICLES OF INCORPORATION

OF THE

PROTESTANT EPISCOPAL CHURCH

IN THE

DIOCESE OF CALIFORNIA

KNOW ALL MEN BY THESE PRESENTS, That the Protestant Episcopal Church in the Diocese of California, is hereby incorporated under the provisions of Section six hundred and four (604), Title twelve (12) of Part four (4) of "The Civil Code" of the State of California.

And we hereby certify:

First. That the *name* of the said Corporation shall be "The Protestant Episcopal Church in the Diocese of California."

Second. That the *purposes* for which it is formed are: To take, receive, acquire, hold, manage and administer property, funds and money of and for the use of said Church, and of and for the use of its constituent Parishes, Missions and Congregations, whether such property, money or funds be acquired or held for the use of churches, parsonages, hospitals, schools, colleges, orphan asylums, homes, cemeteries, or for other religious, benevolent or educational purposes.

Third. That the *place* where its principal business it to be transacted is the City and County of San Francisco in the State of California.

Fourth. That the *term* for which it is to exist is *fifty* years from and after the date of its incorporation.

Fifth. That the *number* of its Directors is *seven* and the names and residences of its Directors who have been elected for the first year are as follows, to-wit:

NAMES.	RESIDENCES.
W. I. KIP	San Francisco, Cal.
GEO. W. GIBBS	San Francisco, Cal.
A. N. DROWN	San Francisco, Cal.
D. O. KELLEY	Fresno, Cal.
C. V. GILLESPIE	San Francisco, Cal.
G. H. MENDELL	San Francisco, Cal.
H. W. BEERS	San Francisco, Cal.

Sixth. That pecuniary profit not being its object, it has no capital or capital stock.

Seventh. That the said Protestant Episcopal Church in the Diocese of California is now, and was, on the 12th day of May, 1887, a Church and religious association in this State, composed of more than two constituent Parishes and Missions, having a common representative legislative body, to-wit: an Annual Convention. That on the said last-named day, the said Annual Convention of said Church was regularly convened and organized at the Church of the Advent, in the said City and County of San Francisco, with the undersigned Wm. Ingraham Kip as its Presiding Officer and the undersigned William S. Neales as its Secretary.

That the said Convention, being so organized, did then and there elect, and by resolution duly determine, to incorporate the said Church under the provisions of Section 604, Title XII, Part IV, of "The Civil Code," and that the name of the proposed corporation should be "The Protestant Episcopal Church in the Diocese of California," and that the purpose for which it was to be formed was to take, receive, acquire, hold, manage and administer property, funds, and money of and for the use of said Church, and of and for the use of its constituent Parishes, Missions and Congregations, whether such property, money or funds be acquired or held for the use of churches, parsonages, hospitals, schools, colleges, orphan asylums, homes, cemeteries, or for other religious, benevolent or educational purposes, and that the place where its principal business was to be transacted was the City and County of San Francisco, in the State of California, and the term for which it was to exist was fifty years, and that the number of its Directors should be seven.

That the said Convention did then and there elect seven Directors of said Corporation to serve for the first year, and that the following persons were elected as such Directors, viz.:

W. I. KIP, GEO. W. GIBBS,
A. N. DROWN, D. O. KELLEY,
C. V. GILLESPIE, G. H. MENDELL,
H. W. BEERS.

That the said proceedings of said Convention were all duly had in accordance with the Constitution, Canons, Rules and Regulations governing the other proceedings of said Convention, and a majority of the members of said Convention voted for the said Directors; that the election thereof was by ballot, and the persons above named were duly and regularly elected. That the undersigned as Presiding Officer and Secretary of said Convention were then and there by a resolution thereof directed to cause to be prepared and to sign and acknowledge Articles

of Incorporation and take all necessary, proper and legal steps to accomplish the due incorporation of said Church as a religious corporation under the provisions of Section 604, Title XII, Part IV, of "The Civil Code" of California.

Witness our hands, at San Francisco, this 12th day of May, 1887.

(Signed) WM. INGRAHAM KIP, President.
(Signed) WILLIAM S. NEALES, Secretary.

STATE OF CALIFORNIA, }
City and County of San Francisco. } ss.

On this 12th day of May, in the year of our Lord one thousand eight hundred and eighty-seven, before me, Charles D. Wheat, a Notary Public in and for the City and County of San Francisco, duly commissioned and sworn, personally appeared William Ingraham Kip, known to me to be the President, and William S. Neales, known to me to be the Secretary, respectively, of the Annual Convention of the Protestant Episcopal Church in the Diocese of California, mentioned in the annexed instrument, as convened at the Church of the Advent, in said city and county, and also known to me to be the individuals described in, and who executed the within annexed instrument, and they acknowledged to me that, as such President and Secretary, they respectively executed the same.

IN WITNESS WHEREOF I have hereunto set my hand and affixed my official seal, at my office, in the City and County of San Francisco, the day and year in this certificate first above written.

CHAS. D. WHEAT,
Notary Public.

[Notarial Seal.]

Endorsed: Filed in the office of the County Clerk of the City and County of San Francisco, State of California, this 12th day of May, A. D. 1887.

WM. J. RUDDICK, County Clerk.
By WM. A. DAVIS, Deputy Clerk.

BY-LAWS

OF THE

PROTESTANT EPISCOPAL CHURCH

IN THE

DIOCESE OF CALIFORNIA

ARTICLE I.

Corporate Powers.

The corporate powers, business and property of this Corporation shall be exercised, conducted and controlled by a Board of Seven Directors, each of which shall be at the time of his election a communicant of the Church in this Diocese. Four Directors shall constitute a quorum for the transaction of business.

ARTICLE II.

Election of Directors.

The Board of Directors shall consist of the Bishop of the Diocese, *ex officio*, or if there be a Bishop Coadjutor of the Diocese who is the Ordinary, then as Bishop Coadjutor, *ex officio*, and of six other members, who shall be elected by ballot during the session of the Annual Convention, to serve for one year and until their successors are elected and have qualified.

The Secretary of the Convention shall notify the Directors personally, or by mail, of their election, and shall at the same time notify them that a meeting will be held at a time and place named in the notice, to effect an organization of the Board.

ARTICLE III.

Organization of Directors.

At the time and place mentioned by the Secretary of the Convention in his notice to them of their election, or at a time and place agreed upon by the Directors, they shall meet and organize by the election of a President, a Vice-President and a Secretary (who must be Directors), and a Treasurer, who need not be one of their number. At the same meeting, they shall by resolution fix the place in the City and County

of San Francisco which shall be the principal place of business of the Corporation, and where the meetings of the Directors shall be held. They shall likewise determine the number and times of their regular meetings, one of which shall be held within two weeks immediately preceding the day appointed for the meeting of the Annual Convention. Any vacancy occurring in the Board of Directors shall be filled by the Board at a regular meeting thereof, or at a special meeting called for the purpose.

ARTICLE IV.

Duties of Directors.

The Directors shall enter upon, take possession of, receive, hold and administer for the use of the Protestant Episcopal Church in the Diocese of California and subject to its Constitution, Canons, Rules and Regulations, all property which the said Church now owns or may acquire or become entitled to, excepting such property, money or funds as are now, or may hereafter be otherwise provided for or disposed of under the Constitution, Canons, Rules and Regulations of said Church, or held by others upon trusts created by the donors thereof, or by operation of law. And they shall likewise enter upon, take possession of, receive, hold and administer for the use of Parishes, Missions and Congregations of said Church and subject to the Constitution, Canons, Rules and Regulations of said Church, all property granted or entrusted to the Corporation for the uses of such Parishes, Missions or Congregations, whether such property, money or funds be acquired or held for the use of churches, parsonages, hospitals, schools, colleges, orphan asylums, homes, cemeteries, or other religious, benevolent or educational purposes; *provided,* that said Corporation shall not mortgage or alienate any real estate held for any of the purposes aforesaid, without the consent of the Bishop and Standing Committee of this Diocese; *and provided further,* that all churches held by the said Corporation shall be used exclusively for the worship and religious services of the Protestant Episcopal Church, and according to the Constitution, Canons, Rules and Regulations thereof. They shall cause to be kept a complete record of all their acts and proceedings, and shall present to the Annual Convention a report and full statement of their acts and proceedings, and of the property acquired, received, disposed of and held by them.

ARTICLE V.

The Secretary of the Board shall notify the Bishop of the Diocese of every special meeting of the Board, in the same manner as he does the Directors, and the Bishop shall be entitled to attend all meetings and shall have a voice in the consideration of all matters coming before the Board.

ARTICLE VI.

The President.

The President, or in his absence or disability the Vice-President, or in the absence or disability of both, a Director appointed by the Board to be President, *pro tem.*,

1. Shall preside over all the meetings of the Board.

2. Call special meetings of the Directors whenever he may deem it necessary, or whenever he shall be requested to do so by two members of the Board.

3. He shall, with the Secretary, sign and acknowledge all instruments affecting real property made by order of the Board.

4. He shall sign all checks for money drawn upon the Treasurer by order of the Board.

5. He shall discharge such other duties for and on behalf of the Board as they may authorize.

ARTICLE VII.

The Secretary.

It shall be the duty of the Secretary:

1. To sign and serve, or cause to be served, all notices of meetings of the Directors provided for in the By-Laws or called by the President, personally, or by mail at least two days before the time of meeting.

2. To keep minutes of the meetings of the Board and a record of all its acts and proceedings, and a record of all property received by the Board, and if disposed of, the disposition thereof, also an accurate account of all moneys ordered to be paid by the Board.

3. To countersign all checks drawn by the President upon the Treasurer in pursuance of orders of the Board.

4. To sign and acknowledge all instruments affecting real estate made by the order of the Board, and attach thereto the corporate seal, of which he shall have the custody.

5. To discharge all other duties pertaining to his office and such as may be prescribed by the Board.

In case of his absence or inability to act, the President shall appoint some other member of the Board to act as temporary Secretary.

ARTICLE VIII.

The Treasurer.

The Treasurer shall receive and keep all funds and money of the Corporation delivered to him by or under the direction of the Board of Directors, and pay them out only on the checks of the President,

countersigned by the Secretary. He shall give bonds in such sum and manner as the Board of Directors shall prescribe. He shall keep accurate accounts and report quarterly to the Board of Directors.

ARTICLE IX.

Corporate Seal.

The Directors shall procure a seal for the Corporation and adopt the same by resolution. It shall bear upon it the words: "P. E. Church, Diocese of California, 1887," and such device as the Board of Directors may adopt.

ARTICLE X.

By-Laws, Etc.

The Secretary of the Convention shall furnish to the Secretary of the Board of Directors a certificate of the election of Directors by the Convention, a copy of these By-Laws certified by him to be correct, and also a certified copy of the resolutions of the Convention providing for the incorporation of the Church; and whenever amendments, alterations or additions shall be made to these By-Laws, the Secretary of the Convention in which such amendments, alterations or additions are made shall furnish certified copies thereof, to the Secretary of the Board. The Secretary of the Board shall preserve the same and enter in a book kept by him for that purpose, the said resolutions of the Convention providing for such incorporation, these By-Laws and all amendments, alterations and additions thereto, and the Articles of Incorporation and Certificate of Incorporation filed in the office of the County Clerk and issued by the Secretary of State respectively, and a certificate to be furnished annually by the Secretary of the Convention of the election of Directors for the ensuing year.

ARTICLE XI.

Standing Orders.

The Board of Directors, by the affirmative vote of a majority of all of the Directors, may at any regular meeting adopt Standing Orders not inconsistent with the By-Laws of this Corporation, providing for Committees and rules for administering the business and trusts with which the Directors are charged. Said Standing Orders shall remain in force as adopted until amended or repealed by a majority vote of all the Directors at a regular meeting thereof.

ARTICLE XII.

Amendments.

These By-Laws may be amended at any Annual Session of the Convention of the Diocese of California in the manner and by the procedure provided for the amendment and enactment of Canons of said Diocese. Any amendment so made shall be certified to the Secretary of the Board of Directors of the Corporation, by the Secretary of the Convention.

STANDING ORDERS AUTHORIZED BY BY-LAW No. 11.

No. 1.—*Consolidated Fund.*

Section 1. For investment purposes all the permanent funds of the Diocese and funds of other organizations recognized by or connected with the work of the Diocese which may from time to time be vested in this Corporation shall be treated as one Consolidated Fund.

Earnings, How Disposed of.

Sec. 2. (*a*) From the interest earnings of the Consolidated Fund, after making proper reservation for the rapid amortization of the premium on Securities purchased at a premium, the creation of a Bond Guarantee and Premium Redemption Fund and the expenses of administration, there shall be paid to the designated officer of each Trust such an equal rate of interest on the several amounts held in said Consolidated Fund as may be determined annually by the Investment Committee. Any profit or loss made from time to time on the sales and reinvestments of Securities is to be credited or charged to the Bond Guarantee and Premium Redemption account.

(*b*) The Bond Guarantee and Premium Redemption Account Fund and the interest earnings thereon shall be invested as an integral part of the Consolidated Fund, and shall be held as a provision against the depreciation of any of the securities constituting said Consolidated Fund, and as belonging pro rata to the several funds interested in the Consolidated Fund for investment, subject to such other directions as may be made from time to time by resolution of the Board of Directors.

Investment Committee.

Sec. 3. (*a*) There shall be a committee, to consist of the President and of three Directors to be elected annually by the Board of Directors, to be known as the Investment Committee, which shall have authority on behalf of the Directors to invest and reinvest the funds controlled

by this Corporation in such securities as may be selected by said committee, and for that purpose shall have authority to sell and purchase securities or other property.

(*b*) There shall be regular quarterly meetings of the Investment Committee, to be held prior to the regular quarterly meetings of the Board of Directors, and no changes shall be made in the investments or new securities purchased excepting as authorized at a quarterly meeting or at a special meeting which shall be called on request of two members.

(*c*) The Investment Committee shall report to every regular meeting of the Board of Directors all sales, purchases, investments and reinvestments from the date of its last preceding report, and shall make such special reports as the Board of Directors may at any time call for by resolution.

(*d*) The reports of the Investment Committee shall be kept on file by the Secretary of the Board of Directors, and a record of the acts of said Investment Committee shall be included in the minutes of the meetings of the Board at which they shall be reported.

Depository of Securities.

Sec. 4. (*a*) The Board of Directors may from time to time enter into agreement with any one or more Trust Companies in the City and County of San Francisco to take charge of and become the custodian of such moneys, bonds, stocks, mortgages, deeds, leases, title papers, policies of insurance, securities and other property as may be held by the Corporation or any portion thereof, to agree with such company or companies to collect all interest, dividends and income and pay the same to the Treasurer of this Corporation and *ex officio* Treasurer of the Diocese of California, as from time to time the same shall be collected and received, with power in the Board of Directors at any time to terminate any such agreement. All such bonds, stocks, securities, papers and other property shall always be subject to the disposition thereof by the Investment Committee of the Board of Directors of this Corporation.

(*b*) The Investment Committee shall examine the Securities held by the Treasurer, or Trust Company at least once in each year.

Record of Trust Conditions.

Sec. 5. (*a*) The Investment Committee shall cause to be kept a special book of record in which shall be recorded *in extenso* the conditions of, and as far as possible the original papers under which each

Trust, the funds of which have been entrusted to the care of this Corporation, shall exist. In the Annual Report of the Consolidated Investment Account a brief summary of the conditions of each separate Trust and a reference to the page of this record shall precede the Financial Report.

No. 2.—*Committee on Acceptance of Title.*

There shall be a committee consisting of the President and Secretary of the Board of Directors, *ex officio*, and one other director to be annually elected by the Board of Directors, to which every deed or proposed deed for vesting title in trust to real property in this Corporation shall be referred for investigation, both as to the form of the deed and as to the advisibility of accepting the title concerned. And no such deed or title shall be accepted by this corporation unless and until it shall have been favorably reported upon in writing by a majority of said committee. And the secretary of the Board shall then note the fact of such favorable report and acceptance in his record book, with the date thereof.

No. 3.—*Order of Business.*

1. Prayer.
2. Reading Minutes.
3. Report of Investment Committee.
4. Reports of Special Committees.
5. Unfinished Business.
6. New and Miscellaneous Business.

Incorporating a Parish

Canonical consent must first be obtained from the Bishop in the manner provided by Sections 250, 251, 253 and 260 of the Canons—which see.

It is then necessary in all cases to employ an experienced Notary to attend the meeting called for the purpose of incorporating the Parish; and it is advisable, if possible, to have also the assistance of a competent attorney, to be certain that no necessary formality is omitted.

The Civil Code, Section 290, prescribes a general form of Articles of Incorporation for all corporations and Section 292 the method of executing the same.

The Civil Code, Section 599, permits religious corporations to make important special provisions "either in their By-Laws, Ordinances, Constitutions, or Articles of Incorporation."

And the Canons of the Diocese, Sections 260 to 293, prescribe that, in certain matters, the internal management of all Parish corporations shall be uniform.'

Note.—Every Parish now organized is required by Section 261 of the Diocesan Canons to amend its legal organization to conform to existing Canon law.

Heretofore the manual has contained various forms for the incorporating of Parishes, including a model set of By-Laws. The Committee having charge of the preparation of this manual has deemed it unwise to continue this practice for the reason that the statute law on the subject is constantly changing and any form approved at this time might, after the next session of the Legislature be valueless.

It is recommended, therefore, that Parishes, about to incorporate, submit the proposed form of Articles of Incorporation and By-Laws to the Bishop in order that same may be submitted to his counsel for advice as to whether or not the existing requirements of statutory, as well as Canon, law have been complied with.

FORMS

FOR THE

ORGANIZATION OF A MISSION

First procure and read carefully Canon XI of the Canons of the Diocese, especially Sections 345 to 360.

Then prepare an application to the Bishop after the form following, which must have six signatures, and send it to the Bishop:

To the Rt. Rev. the Bishop of the Diocese of California:

REVEREND FATHER IN GOD:

The undersigned adult persons residing within *(Insert the name of the town or describe intelligently the district, or city or county in which the proposed Mission is desired)* do hereby respectfully apply to you for the organization of a Mission in the above described locality; and we do declare our readiness to undertake the duties and obligations implied in such organization.

Signed: .....

.....

Dated: .....

THE BISHOP'S WRITTEN AUTHORITY.

DIOCESAN HOUSE.

SAN FRANCISCO, A. D.

To (Naming those who signed the application for the organization of the Mission):

Authority is hereby given for the organization of a Mission in accordance with your application, dated.....A. D.....and the bounds of such Mission shall be.....
You will arrange with.....as to the time and place for a meeting of those desiring the organization of the Mission, at which .....may be present as organizer.

Signed: .....

Bishop of California.

Dated:

AGREEMENT AT ORGANIZATION OF A MISSION FOR PAYMENTS TO THE MISSIONARY FUND.

[*To be delivered by the Organizer to the Secretary of the Board of Missions.*]

At a meeting duly held on the.....day of.....A. D..... for the organization of a Mission in ..... the Rev.....being present and presiding in behalf of the Bishop of the Diocese, on motion made and adopted, it was agreed that the proposed Mission, when organized, shall pay monthly to the Missionary Fund of the Diocese of California.....dollars, beginning with the month of.....A. D....., in accordance with Section 347 of the Canons of the Diocese, until such time as some other and different amount shall be agreed upon.

Signed: (By Organizer, and Secretary or Clerk of the meeting.)

Dated:

CERTIFICATE OF AN ORGANIZER OF A MISSION.

[Required by Section 346, Canon XI.]

It is hereby certified that the procedure required by Section 345, Canon XI, for the organization of a Mission in..... has been taken, to-wit: An application in due form to the Bishop; the Bishop's written authority for the organization of such Mission, defining the bounds thereof, as follows..... a meeting duly called and held at.....on the..... day of....., A. D....., over which the undersigned presided as organizer, by direction and in behalf of the Bishop, at which meeting an agreement was entered into that a stated amount should be paid monthly by such Mission to the Missionary Fund of the Diocese Whereupon the name of.....was given to the Mission, and the following officers were appointed to serve until the first Tuesday after the first Sunday in Advent next: ..... Warden: ....., Clerk, and.....Treasurer; and the Mission was declared duly organized.

Signed: .....

Dated:

BY-LAWS FOR A MISSION.

[*Note.—The organization of a Mission being a very simple one, without incorporation, few By-Laws will be necessary. The following are set forth as a guide, and will ordinarily be found sufficient.*]

I. The Missionary in charge of this Mission, or if there be no

Missionary in charge, then the Warden of the Mission, shall appoint the hour and place of the annual meeting required by Section 348 of the Canons of the Diocese, by public notice at the next preceding Sunday services. And if for any cause such meeting or the elections thereat be not held, a meeting shall be called for the purpose as soon thereafter as practicable by the Missionary, or by the Warden if there be no Missionary in charge.

II. The Board of Officers shall hold regular meetings (specify how often, and time and place), and special meetings may be called at any time by the Missionary in charge, or when there is no Missionary, by the Warden. Three members of the Board shall constitute a quorum. (Or this: The Board of Officers shall meet whenever called together by the Missionary, or when there is no Missionary, by the Warden. Three members of the Board shall constitute a quorum.)

III. The Board of Officers shall provide for the maintenance of the Mission by collecting a sufficient revenue therefor; shall see that the amount to be paid monthly to the Board of Missions is regularly and promptly sent to the Treasurer of the Diocese; shall regulate the current and other expenses of the Mission, and shall see that other obligations under the Canons of the Diocese are observed.

IV. All offerings at the public services of the Mission and all pledges and contributions not designated by the donors for a specific purpose shall be deemed the revenue or funds of the Mission, excepting only the offerings at one celebration of the Holy Communion in each month, and provided that canonical contributions shall be regularly made and applied to the purposes for which they are made.

V. The Treasurer shall pay out no money from the funds of the Mission, except by stated or special authority from the Board of Officers.

REPORT OF ELECTION OF OFFICERS OF A MISSION TO THE DEAN OF CONVOCATION.

To the Reverend Dean of Convocation:

At a meeting of.....
Mission, held.....A. D.....the following officers were chosen to serve until the first Tuesday after the first Sunday in Advent, A. D.....to wit:

.....Warden.
.....Clerk.
.....Treasurer

(If any action was taken in regard to the sum to be paid to the Board of Missions, state what it was.)

Signed: (By Chairman or Clerk.)

FORMS OF BEQUEST.

FORM 1.

Form of devise or bequest of any kind of property when it is desired to leave the disposition of the property to the discretion of the governing body of the Church:

I give, devise and bequeath to "The Protestant Episcopal Church in the Diocese of California" (a corporation) the following described property:

(Here describe the real property with reasonable certainty; or specify the amount of money or the nature of the personal property given.)

FORM 2.

Form of bequest of personal property *only* when it is desired to create or increase a permanent fund or foundation for a special purpose;

I give and bequeath to "The Protestant Episcopal Church in the Diocese of California" (a corporation):

(Here specify the amount of money or the nature of the personal property given.)

in trust to invest and re-invest the same*☞ and apply the interest and income therefrom toward the support of:

(Here indicate the object which it is desired to benefit. For example:)

The Missionary System of the Diocese
or **The Relief of Disabled Clergymen**
or **The Relief of Widows and Orphans of deceased Clergymen**
or **The Support of the Episcopate**
or **Such other objects as it may be desired to benefit.**

*☞ OR

If it is desired to benefit more than one object state the proportion of the income to be given to each. For example stop at the word "same" and then say:

"and to apply the interest and income therefrom in equal parts to the support of:" *(Naming the several purposes.)*

*☞ OR

"and to apply the interest and income therefrom as follows:"

One-sixth to the Missionary System of the Diocese.
Two-sixths to the Relief of Disabled Clergy.
Two-sixths to the Relief of Widows and Orphans of deceased Clergymen.
One-sixth to the Support of the Episcopate.

OR

express such other proportions and such other objects as may be desired.

FORM 3.

Form of devise of real property *only*.

When it is desired to create or increase a permanent fund or foundation for a special purpose:

I give and devise to "The Protestant Episcopal Church in the Diocese of California" (a corporation) the following real property:

(Here describe the same with reasonable certainty.)

in trust to hold the same and apply the rents, issues and profits thereof towards the support of:

(Here indicate the object which it is desired to benefit as in the case of a bequest of personal property—Form 2—and then add:)

or to sell the said real property and invest and reinvest the proceeds and apply the interest and income from such investments to the same purpose (or purposes, as the case may be).

DEVISE OR BEQUEST TO THE BISHOP.

FORM 4.

If it is desired to leave the disposition of the property to the discretion of the Bishop:

I give, devise and bequeath to "The Protestant Episcopal Bishop of California (a Corporation Sole)" the following described property:

(Here describe the real property with reasonable certainty; or specify the amount of money or the nature of the personal property given, and add:)

"with power, however, to said Corporation Sole at any time in his "discretion to resign the said trust and substitute and appoint as trustee "in his place and stead any corporation having power to hold and care "for property of the beneficiary to which said Corporation Sole may "appropriate this bequest or devise."

FORM 5.

If it is desired to create or increase a permanent fund or foundation for a special purpose, follow, for a bequest of personal property, Form No. 2, and for a devise of real property Form No. 3, simply substituting the words "The Protestant Episcopal Bishop of California, a Corporation Sole" for the words "The Protestant Episcopal Church in the Diocese of California (a corporation)," and in either case, after declaring the nature of the trust as in those forms indicated, add: "with power, however, to said Corporation Sole at any time in his dis-"cretion to resign the said trust and substitute and appoint as trustee "in his place or stead 'The Protestant Episcopal Church in the Diocese "of California, a corporation,' or any corporation having power to "hold and care for property of the beneficiary."

FORM 6.

DEVISE OR BEQUEST TO INCORPORATED CHARITY.

For Bequests or Devises to any of the Organized Institutions of the Diocese follow Forms 1, 2, or 3, as the conditions may require, simply substituting the name of the Corporation as below for the words "The Protestant Episcopal Church in the Diocese of California, a corporation."

LEGAL TITLES OF THE SEVERAL CHARITIES AND INSTITUTIONS OF THE DIOCESE TO BE USED IN BEQUESTS AND DEEDS.

Corporation of the Diocese—
"The Protestant Episcopal Church in the Diocese of California, (a corporation)."

The Cathedral—
"Grace Cathedral Corporation."

Bishop of the Diocese, as a corporation sole—
"The Protestant Episcopal Bishop of California, a corporation sole."

St. Luke's Hospital, San Francisco—
"St. Luke's Hospital (a corporation)."

Old Ladies' Home, San Francisco—
"Protestant Episcopal Old Ladies' Home (a corporation)."

Maria Kip Orphanage (for girls), San Francisco—
"Maria Kip Orphanage and Alfred Nuttall Nelson Memorial Home, (a corporation)."

Bequests, gifts, and deeds for funds and objects not incorporated should be made as follows:

To the Corporation of the Diocese—
For Endowment Fund for the support of the Episcopate.
For Disabled Clergy Fund.
For Widows and Orphans' Fund.
For Clergy Retiring Fund.
For Church Extension Fund, for Missions in the Diocese.

To the Bishop as Corporation Sole—
For Divinity School of the Pacific, at San Francisco.
For St. Dorothy's Rest.
For Seamen's Institute.
For Church Home for Boys.
For Cathedral Mission of the Good Samaritan.
For Any Parish or Mission, with name and location.